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MICHIGAN UNIVERSITY

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School of Nursing

The Clinical Practicum Guidelines for Success

Adult-Gerontology Clinical Nurse Specialist
&
Adult-Gerontology Primary Care Nurse Practitioner

Programs

Last Updated 2021

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Introduction

This manual serves as a guide to establish guidelines, facilitate student role development, and provide materials for use by clinical nurse specialist (CNS) and nurse practitioner students during their clinical preceptorship experiences.

Selection of Clinical Preceptors and Sites

Developing a skilled practitioner depends upon both academic learning in the classroom and appropriate experiences in clinical practice. Clinical nurse specialist and nurse practitioner students will be required to identify and contact preceptors. As a graduate student, developing skills to promote yourself are very important and one way to enhance this experience is to have students work to develop their clinical practice relationships. Ultimately, students are more comfortable with sites, preceptors, and locations that they have procured than sites that we can provide.

Once you have identified your potential site and preceptor, students should complete the following steps:

Step 1: Complete the EMU Preceptor and Site Request Form and the EMU Preceptor Agreement Form with the preceptor.

Step 2: Obtain copies of the preceptor's current board certification, updated resume or Curriculum Vitae (CV), current medical or nursing license, and their highest degree.

Step 3: Submit all forms and documents to the Graduate Program Coordinator via email for processing.

- The Graduate Program Coordinator will review the paperwork to make sure an affiliation agreement is in place. ***Should the site not be affiliated with EMU's School of Nursing, the Graduate Program Coordinator will begin the request***. You can review the status of the affiliation in Project Concert under the **"Schedule"** tab.

- If your selected site requires Acemapp submission for site review and possible approval, the Graduate Program Coordinator will submit your request on your behalf. **Please note:** Not all requests sent to Acemapp are guaranteed to be approved. Final decisions from Acemapp can be found in Project Concert under the **"Schedule"** tab.

Step 4: The Graduate Program Coordinator will forward all documents over to the Nurse Practitioner Program Director for review and possible approval.

Step 5: Once the NP Director has reviewed the students request, the decision will be sent back to the Graduate Program Coordinator, so that the decision can be uploaded into Project Concert.

- All preceptor request decisions can be found within the student's **"schedule"** tab. You **may not** begin clinicals until you have a final approval in Project Concert. This shows that all paperwork, NP Director approval, clinical site approval, and affiliation agreements have been finalized.

- Documentation for preceptor request forms and preceptor documents will be uploaded into Project Concert by the Graduate Program Coordinator. You can find these forms under the **"Document"** tab in your student file.

*This process is subject to change at any time. Any change will be communicated to students in advance **via email notification** with at least a 7-day advanced notice.*

The Student's Responsibilities

Students enter the clinical arena for mentoring and clinical preceptorship when they have progressed to a specific point in their education e.g., completed sciences, theoretical, and assessment courses. It is important for students to understand their roles and responsibilities as a student. When assigned to or selecting a clinical site and preceptor, the student is expected to fulfill basic requirements. Meeting the clinical requirements will assist the student in optimizing their learning experience. Within the partnerships between the student, course faculty, and preceptor, there are roles that each partner must fulfill. In the event you lose your preceptor or want to switch to a different preceptor mid semester, please notify both the Nurse Practitioner Program Director and Graduate Program Director of this change. It is required that we have all the necessary paperwork on file for all preceptors.

Clinical Placement Request

Students should complete and submit clinical placement requests for each clinical semester as described on page 3 by the dates provided by the Graduate Program Coordinator. The request forms will be sent via email at the beginning of your first semester by the Graduate Program Coordinator. It is very important for the student to consider any restrictions or limitations they have when determining their clinical time and/or placements. For instance, transportation concerns, family responsibilities, specific days, and work commitments should all be considered when selecting clinical placements. Students should expect to spend a minimum of 4 hours per day at a clinical site. An 8 hour clinical day is the most typical scenario and may encompass a variety of clinical care, client rounds, procedures, home visits, chart reviews, and other experiences.

Necessary Paperwork

All students are responsible for submitting updated health forms, immunizations records, CPR certification, nursing licenses, criminal background checks, and other items as required by the EMU School of Nursing. Individual clinical sites may also have specific requirements that must be met. Students will not be allowed to register for clinical courses or participate in clinical experiences without completion of the appropriate paperwork. Students will be required to verify that their certification is good for the entire semester. If any of the necessary paperwork expires mid-semester, the student is expected to update their record immediately.

Preceptor Interview

Some preceptors require an interview with the student seeking placement with them. The purpose of the interview is to:

1. Provide the preceptor with an understanding of the level, ability, and personality of the student.
2. Enable the preceptor to assess if the student would be a good fit for the clinical site and the population it serves.

Typical Questions from the preceptor may include:

1. Why do you want me as a preceptor? What are your expectations? What are your primary clinical objectives for the semester?
2. Why do you want to be a CNS or NP? What are your future goals?
3. Tell me what a CNS or NP is? How will you explain this role to a client?
4. What are your strengths/weaknesses?
5. How do you handle mistakes?
6. How often do you like to have feedback? Do you prefer a formal evaluation or informal evaluation? Do you prefer a wrap-up at the end of every day?
7. What hours do you expect to be here? When do you wish to start? Do you have certain days that you're available?
8. Along with providing primary care, I also can provide other experiences such as grand rounds, home visits, etc. Do you want to participate?
9. How long have you been a nurse? What type of patients do you prefer to care for?

Scheduling of Clinical Hours

Clinical practicum hours are to be scheduled at the convenience and availability of the preceptor. Students are not to ask preceptors to conform to a schedule that meets their personal and employment needs. The student's personal and work schedule are expected to accommodate participation in the required number of clinical hours prescribed by the clinical

course. Students and preceptors need to agree on the days and times that the students will be at the clinical agency **prior to** beginning the practicum experience. When determining the hours, it is wise to schedule several "contingency" days. These are days that can be used as "make-up" time in the event that the preceptor or student is unavailable i.e., ill, the clinic is closed, weather events make travel hazardous, etc. ***Clinical hours must be completed within the semester that students are registered.*** Accommodations may be made for humanitarian reasons with the approval of the lead faculty, Nurse Practitioner Program Director, Associate Graduate Director, or the Director of the School of Nursing. Such requests may only be considered when legal and insurance issues are compatible with the request.

Attendance

Completion of clinical hours at the negotiated times and days with the preceptor is required. Careful attention to attend clinical on the days which the preceptor can accommodate the student is important. Often, specific days of the week are chosen by the preceptor due to client availability, client mix, or the availability of extra examination rooms. It is the student's responsibility to monitor the number of hours completed, and plan on completing the required hours within the semester. The student is responsible for adjusting his/her personal and employment commitments, so that the required number of clinical hours can be completed. If the student does not complete the required number of clinical hours for the semester, he/she cannot expect the preceptor to continue the precepting relationship. Extension of the clinical period with the preceptor cannot be assumed but is granted only by agreement with the preceptor, clinical agency, and school/college of nursing. Exceptions related to unexpected illness of the student/family and or preceptor should be discussed with course faculty and the parties involved.

When the student cannot attend clinical on a day that is scheduled, the preceptor and clinical faculty must be notified immediately. The student should obtain contact information (telephone number and email address) from the preceptor and discuss the procedure for notifying the preceptor and faculty for unexpected absences. Failure to notify the preceptor as negotiated, prior to the beginning of the scheduled clinical day is unacceptable and may place the student's clinical placement in jeopardy as well as the student's ability to successfully complete their clinical hours/course requirements for the semester. The student should present the faculty and preceptor with a plan to complete the lost clinical time.

Attire and Behavior

Students are representatives of Eastern Michigan University School of Nursing and must present themselves as ambassadors of the programs. Students are expected to be respectful to preceptors, faculty, staff, and patients and their families. Reports of unprofessional behavior will result in the student being counseled and possibly subject to discipline. Interaction with clients, staff, other health providers, and students are learning opportunities for the student to role model nurse practitioner expertise. The clinical preceptorships are designed to provide

advanced practice nursing experiences but in the early semesters of clinicals it is not uncommon for students to fall back into a comfortable "staff nurse" role. Students are highly encouraged to observe their preceptor's interactions with support staff and others as it relates to the advanced practice role.

Students should dress professionally and carry their Eastern Michigan University School of **Nursing identification badge** denoting status as a nurse practitioner student. Work identification badges should not be worn during clinical preceptorships. Some clinical sites may require that lab coats or other specialized garb are worn in client care areas. Students are to discuss the appropriate dress attire with their preceptor prior to the first clinical day.

How to Obtain a Student Identification Badge

Students must obtain an identification (ID) badge to wear when on campus and at their clinical sites. Students may obtain this badge by:

Option 1
- Coming to campus and visiting the Eagle Card Services Office in 203 Pierce Hall.

Option 2
- Requesting a card and submitting a photo online @ https://www.emich.edu/sbs/eagleone/photosubmission.php. Eagle Card Services will mail you a card to the address provided.
- Step by step instructions can be found at https://www.emich.edu/sbs/documents/online-photo-submission_steps.pdf?v=2020-03-19T21:59:22Z.

Many students do not want to wear the standard EMU badge (in the form of a credit card) with them to clinicals. You may request an ID badge for **clinical practicums only** that will not come in the form of a credit card by contacting Eagle Card Services at 734-487-3176. There is a $10 fee *(subject to change)* associated with obtaining this card.

Clinical Objectives

It is the responsibility of the students to construct and provide the preceptor with student specific clinical objectives for the clinical practicum. The preceptor is provided with a copy of the course description and objectives in a letter that the NP Program Director distributes at the beginning of every clinical course. The student should reflect and develop individual learning objectives that will meet and facilitate his/her learning needs and previous clinical nursing experience (e.g., assessment of abnormal heart sounds, skills acquisition]clinical use of the microscope or phlebotomy, suturing, etc.) that are not explicit in the course or clinical objectives. Guidelines for developing clinical objectives include:

1. The student will write two or three clinical S.M.A.R.T. goals according to individual learning needs. These goals should be discussed with the preceptor **each week**. The goals should also be submitted into the Canvas course shell each clinical semester at the due date assigned in the syllabus
2. Examples of clinical goals include advanced practice nursing skills, diagnostic reasoning, diagnostic labeling, interventions, evaluation methods, and record audits.
3. Clinical goals must be S.M.A.R.T. goals which means Specific, Measurable, Attainable, Relevant, and Time-Based.
4. Written goals promotes student's learning when evaluation occurs. A method for evaluation should be planned and completed. Minimally, goals should be evaluated at the end of each clinical experience and feedback should be solicited by the student from the preceptor.
5. Clinical goals should reflect the level of competency the student would like to achieve at the end of the practicum, e.g., minimal competency, proficient, etc.
6. Clinical goals should be congruent with and complement the course objectives.

Preparation for Clinical Practicum

The clinical practicum extends the learning environment of the classroom to integrate theoretical concepts with clinical practice. Students should prepare for the clinical practicum by developing individual learning goals, as previously discussed. Students should prepare for clinical by reading course texts and professional journals and using other audiovisual and electronic learning aids as necessary. The preceptor may recommend additional materials and topics for review prior to the first clinical day. The student should review the common clinical problems relevant to the clinic's population. Follow-up reading of current reference material following the clinical day provides the student with the opportunity to increase the breadth of scientific and clinical knowledge from that gained in the clinical arena.

Guidelines for Clinical Preparation

1. Students are expected to have full knowledge of entrance requirements for clinical, including credentials, dress, location, timing, security clearances, etc., before scheduling the first clinical day at the agency. Students should not attend clinicals before the first day of class (lecture) unless approved by the course faculty or NP program Director.
2. Students are responsible for providing their own health records and other requirements, such as current CPR certification and immunizations, in order to fulfill the clinical requirements on the first day. In accordance with school and agency policy, students without appropriate clearance will not be allowed to enter the clinical setting and in some circumstances enroll in the class.
3. Whenever possible, discussion with other students who have the same or similar placements may be beneficial.

4. On the first day of clinicals, discuss questions about computer access, the procedure for preceptor co-signing documents, eating and parking arrangements, and the communication with other disciplines.
5. Learn something about the preceptor, when possible, in order to acknowledge the preceptor's background and broaden the student's educational experience.

The Clinical Faculty's Responsibilities

All students enrolled in a clinical practicum course will have a clinical faculty member assigned to them for the duration of the semester. The role of the clinical faculty is to facilitate the student's learning via personal observation of the student's clinical skills in the form of a student site visit. Clinical faculty will also participate in the review and grading process for NP students only. The pairing process for clinical faculty and the nursing student also considers sensitivities to the student's life experiences, expertise, unique perspectives, learning preferences, and career goals. The clinical faculty also acts as a role model for the numerous dimensions of the advanced practice nurse role.

The clinical faculty member is responsible for the completion of the student site visit every semester. Additional site visits may be required based on the student's needs/performance. The clinical faculty will have a conference after completion of the site visit with each student to review their clinical progress, review student's personalized goals for the semester, and provide constructive feedback. This conference may take place at the end of the site visit or at a later date.

Clinical faculty are also responsible for communicating with the preceptor via telephone, emails or onsite visits and for providing timely and constructive feedback to the student. The clinical faculty also communicates regularly with the course faculty and track coordinators regarding student progress and achievement.

Students should contact the **clinical and course faculty** immediately if concerns arise about the clinical preceptorship experience or their ability to successfully adhere to the original agreements made with the preceptor. Also, the student should seek advice from the clinical faculty should challenges occur at the clinical site that the student cannot reasonably resolve on their own.

The Course Faculty's Responsibilities

The course faculty is responsible for complete oversite of the clinical experience. Course faculty will be in close contact with the clinical faculty and preceptors over the course of the semester. Course faculty will review all student evaluations including the clinical site visit evaluation (complete by the clinical faculty), preceptor mid-term and final evaluation of students, and student's self-evaluation. Course faculty will also discuss each student's clinical performance

with clinical faculty and solicit student feedback directly from preceptors. The course faculty is responsible for using the data collected to complete the final faculty evaluation of student and determine if the student has met the requirements of the clinical practicum experience.

Documentation of the Clinical Encounter

Clinical Practicum SOAP Notes

Each clinical encounter performed by the student must be documented in the client's record. Documentation should be consistent with current billing and coding guidelines and adhere to the current national and facility standards of care. Typically, SOAP notes are the preferred format of documentation using paper, electronic, digital or audio (dictation) methods. However, many agencies now have templates, check sheets and other formats to document the clinical encounter. **All SOAP notes complete in the clinical setting must be co-signed by the preceptor.** It is highly encouraged that the preceptor do more than simply sign the note. Many facilities now have stipulations regarding the meaning i.e., legal and reimbursement designations, of a preceptor signature and have developed their own policies on co-signing, most of which include a provider's attestation statement. Below is one suggested attestation statement that may be used if the agency does not have guidelines in place.

> I, (*insert providers name and credentials)*, agree with the above documentation. I have reviewed and edited where appropriate. I was present during the visit and completed the pertinent history and physical exam elements necessary to develop the diagnosis and plan. Signature: (*insert providers name and credentials)*

Graded SOAP Notes

SOAP notes submitted for grading will be described in each course syllabus. The number of required SOAP notes for each clinical course may vary and are the discretion of the course faculty. Expectations and grading rubrics will be provided; however, if there are any questions about the format or expectations of the SOAP note, students are highly encouraged to discuss their questions with the clinical faculty.

Additional Clinical Documentation

All client visits must also be recorded in the electronic clinical log (i.e., Project Concert). This log is used to document the breadth and depth of the student's clinical experiences. The clinical, course, and program directors also use the log as a tool to assess and evaluate the appropriateness of clinical placements and the increasing independence of the student's clinical skills. The summative data from the log will be used in the student's career portfolio that is developed in the final semesters of coursework. Students will receive training on the use of the electronic clinical log during their first clinical practicum course.

Students will also document all clinical hours complete in the electronic clinical platform (i.e., Project Concert) as way to track, compare, and verify the completion of required course hours.

Clinical Site Visit

Clinical site visits are completed at designated intervals throughout the student's program of study. The site visit facilitates the clinical faculty's understanding of student progress via direct observation of their clinical skills, enables the student to demonstrate their expertise and to conference with their clinical faculty member, and allows the preceptor to share their experiences regarding the student's accomplishment and their precepting with the clinical faculty. The member of the team plays an important role in a successful site visit as noted below.

The student is responsible for:

1. Coordinating the date of the site visit with the clinical faculty member, providing important contact numbers that can be used while the faculty member is enroute to the site should something occur, and confirming the site visit one day prior to the event.
2. Ascertaining with the preceptor that client's will be available the day of the site visit and selecting several that can be seen by the student.
3. Introducing the faculty member to the preceptor and support staff, providing a "tour" of the facility if appropriate, discussing charting procedures, and how clients are selected for the student.
4. Reminding the preceptor that the clinical faculty will be arriving for a site visit and that the faculty will need several minutes of their time to discuss the student's progress.

The clinical faculty is responsible for:

1. Observing the student during 1-2 clinical encounters. This will include observing oral summaries given to the preceptor and any subsequent client management.
2. Observing the student's interactions with the preceptor, clinical staff, support staff, clients and their support persons and the use of technology at the site and others.
3. Conferencing with the preceptor regarding the student's abilities and progress, learning goals and suggested changes.
4. Providing constructive feedback regarding the encounters and the whole of the site visit as well as making recommendations to facilitate clinical expertise.
5. Completing site visit evaluation and sharing the results with the students via Project Concert (or its equivalent).

The preceptor is responsible for:

1. Providing appropriate site visit clients for the student.
2. Providing feedback to the student and the clinical faculty regarding the student's experiences and abilities at the site.

3. Providing feedback on the student's documentation of client visits, attendance, professionalism, and other components of the advanced practice nurse role.
4. Completion of the appropriate student evaluations for clinicals.

The site visit day should be conducted as a normal clinical day for both the student and the preceptor. Although the student is usually nervous at the prospect of being observed, the faculty and preceptor are well aware of this and try to place the student at ease. It is also important that the clinical faculty observe the flow of the clinic at large, the interaction of the staff with the various care providers, the client mix and the student's interactions within all of these arenas. This assists in not only evaluating the student but ascertaining the appropriateness of the clinical site for the current and/or future students.

Problem/Conflict Management

The potential for conflict and disagreement in interpersonal relationships is common and should be anticipated. In the clinical setting, preceptors are under pressure to be productive which may constrain time that can be fully devoted to teaching. Other factors, such as level, ability, communication style and motivation of the student coupled with the uniqueness of the preceptor's client load can provide fertile ground for conflict. It is the student's, preceptor's and faculty's responsibility to use the appropriate resources for problem solving while optimizing learning experiences.

Examples of potential conflict situations include:

1. Placement of a student with preceptor with a conflict of interest that is personal, family related or via job alliances.
2. Cultural differences between the student and preceptor in communication to clients and other providers.
3. Incongruent matching of student competence level with preceptor expectations.
4. Inexperience of preceptor in coping with student's unacceptable behaviors. Preceptor is not providing expected level of mentorship or clinical care.

Intervention strategies for conflict resolution are dependent upon the urgency of the matter. In instances where an immediate response is needed, the **clinical and course** faculty should be notified first. If there is no response, then notification of either the NP Program Director should be done immediately.

Appendices

Graduate Program Health Requirements Document

All graduate students are responsible for submitting updated health forms, immunizations records, CPR certification, nursing licenses, criminal background checks, and other items as required by the EMU School of Nursing. Individual clinical sites may also have specific requirements that must be met. Students will not be allowed to register for clinical courses or participate in clinical experiences without completion of the appropriate paperwork. Students will be required to verify that their certification is good for the entire semester. If any of the necessary paperwork expires mid-semester, the student is expected to update their record immediately.

This document provides additional information on the graduate program health requirements along with instructions on how to register and access the system that the School of Nursing uses to verify these documents are complete and meet program requirements.

All students must provide the following:
1. CPR Card – *must be current*
2. Proof of Health Insurance
3. Criminal Background Check – *ordered through Complio*
4. 7-panel Drug Test (must be negative result) – *ordered through Complio*
5. Annual TB Test
6. Immunization record for your MMR, TDAP, Hep B, & Varicella (titers and/or vaccines accepted).
7. Recurring Vaccinations Requirements: Yearly/Current Influenza vaccine and an up to date COVID-19 Vaccine
8. Current Health History – *form can be found in Complio and will be uploaded into Complio upon completion*
9. Current Health Examination (Physical) – *form can be found in Complio and will be uploaded into Complio upon completion*

Below is a document that gives you instructions on how to create an account, how to submit your health documents, and how to order a background check and a drug screen. You can also visit this website for information as well: http://www.emichcompliance.com/.

Once you have created your Complio account, you will find some video instructions on the Complio homepage that will help assist you with this process. **Now is the time** to create your account and begin collecting and uploading the health documents that you need for Complio to review. We ask that all of your documents are submitted to Complio **no later than 2 months prior to your 1st clinical course (typically around October 1st).**
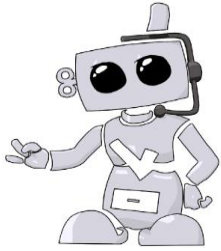
There are fees that you need to be aware of:
Complio Account: $25.00 - Covers you for one year and typically for all 3 clinical courses.
Background Check: $42.00
Drug Screen: $47.00

Questions or Concerns: Please reach out to Deanna Kowaleski at dkowales@emich.edu

Eastern Michigan University

Applicant user guide to Complio

Required immunizations and certifications

What you need to know about compliance and immunization requirements

Eastern Michigan University students will need to provide documentation regarding the completion of their immunization, background check, drug screen, required trainings and related compliance records. Eastern Michigan University uses a vendor called American DataBank to help students track, access, and maintain their compliance records through their academic program. American DataBank has created a web-based database allows students to access their immunization and compliance records from a computer and gives students the ability to update and download their compliance "passport" at their convenience. This system is known as Complio and automatically notifies students when immunization or compliance records are expiring so that students can update their records as needed.

This guide contains details about how to complete the immunization and certification requirements which must be completed. Please review these materials closely and complete the required items today.

Clinical agency requirements

Students placed at clinical agencies are required to provide their immunization and compliance materials prior to being placed in that setting. Your program faculty and staff may halt your attendance in clinical course work at any time if your immunization and clinical requirements have not been met.

Complio support

Account login:
http://www.emichcompliance.com

Technical Support:
complio@americandatabank.com
Or
(800) 200-0853

Getting Started Check list

1. Create your Complio account
   a. Using Chrome or Firefox go to http://www.emichcompliance.com and place your order for the Immunization Tracking Package as well as the Background Check and Drug Screening Package. Once you have placed your order, Complio will provide you a list of requirement Immunizations and email you the necessary drug screening registration. Complio will provide you with your username and password via email. Please allow one business day to receive your user ID and password and double check your spam or junk folder if you do not receive it.
2. Gather your immunization records
   a. Complio will provide you with a list of all immunization requirements, which will also be emailed to you at the same time you place your order. Please review these carefully to ensure you have all documentation.
3. Submit Materials
   a. When you receive your drug screening information please follow all instructions found in the email and take the appropriate action. Your background check results will be uploaded for you upon completion by American DataBank. Your drug screening results will be uploaded to your account 72 business hours after you complete the collection.

Maintaining your Compliance Status

Load your documents and track your compliance
- ☐ Log into Complio at http://www.emichcompliance.com with your username and password.
- ☐ Provide all supporting documentation to Complio. American DataBank will review these documents within 1-3 business days and then let you know if the documents met requirements (approved) or did not meet requirements (rejected and needs further action).

View your clinical Passport
- ☐ You can print your clinical passport at any time to show that you have met the requirements to be in that setting and are eligible to attend class. When you are logged into your account click on the Report tab on the left side of your profile to open this item. Your passport report also provides a quick way to see what items may be expiring soon or what may need to be updated right away.
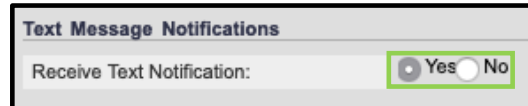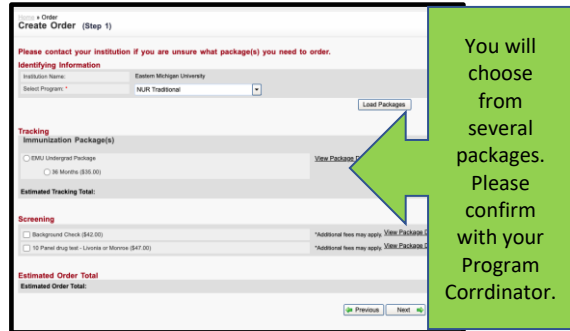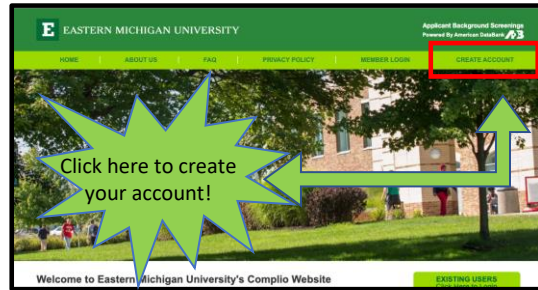
Don't wait to update
- ☐ Many required items need to be renewed on an annual basis. It is important that students follow up with any notifications that they receive from Complio regarding expiring items or items that have not yet been completed.

Requirements	Description	Requirements	Description
Tuberculosis	If you test negative for tuberculin exposure, you must submit a negative QuantiFERON from within the last year. If you test positive for tuberculin exposure, you must submit a negative Chest X-Ray from within the last two years.	Background Check	You must order a background check through American DataBank. Your results will be automatically uploaded for you here once complete.
MMR	You must submit either two doses of the MMR vaccine or positive titers for Measles, Mumps, and Rubella.	Drug Screening	You must order a drug screen through American DataBank. Your results will be automatically uploaded for you here once complete.
Varicella	You must submit either proof having received two doses of the Varicella Vaccine or a positive titer for Varicella.	Employment Verification	If you order employment verification your results will be uploaded here.
Hepatitis B	You must submit either 3 doses of the Hepatitis B vaccine or a positive Hepatitis B titer.	Student Manual Signature Pages	Please read the student manual, which can be downloaded below. Please then electronically complete each of the five forms in this section.
Tdap	You must submit a Tdap. If your Tdap is more than 10 years old, you must submit a tetanus booster from within the last 10 years.	CPR	You must submit your current American Health Association Basic Life Support CPR card.
Influenza	You must submit a flu shot for the current season. Your flu shot must be received no earlier than 8/1 to count for the current flu season.	Medical Insurance	You must submit proof of your medical insurance annually. Health insurance cards or a letter of coverage from your health insurance provider will be accepted.
Statement of Good Health	You must submit a statement of good health from your physician. The submission will be reviewed by your school, not by Complio.	Hepatitis A	You must submit either 2 doses of Hepatitis A or a titer showing immunity to Hepatitis A. This could be either a negative IgM titer or a positive IgG titer.
Professional Liability Insurance Coverage	You must submit your professional liability insurance coverage here. You may acquire professional liability insurance from any provider.	Drivers License and Car Insurance	You must submit your current drivers license and car insurance coverage
Avademy of Nutrition and Dietetics Membership	You must submit your accademy of nutrition and dietetics membership certificate (with number) or card here.	Southern Nevada Health District Food Handler's card	You must submit your Southern Nevada Health District food handler's card. To receive your card, please go to the SNHD. Online applications and testing are no longer offered.

Your vaccination requirements will be outlined in Complio, however please take time to review what you'll need to submit in order to become compliant ahead of time. If you have questions on why something is required, please speak with your program administrator. These requirements may change from year to year. Clinical Sites may require additional items other than what is identified. Students will receive information regarding additional requirements if needed.

How to set up your Complio account

1. Go to http://www.emichcompliance.com to create your account by clicking on the "New Users" button
2. Once you create your account, you will receive an email with an activation link.
   a. Follow this link to login to your account. If you do not click on the link, your account will not be activated
3. Click on the Get Started button to begin the ordering process
4. Select your program of study then click on "Load Packages"
   a. *You will see several different packages listed. If you're unsure of what to order, please contact your Program Coordinator.*
5. Step 2 will ask you to confirm all details you entered when you created your account.
   a. This information will be used to run your criminal background check and drug screening. It is imperative that you confirm that all details are correct. If you order incorrectly, you will have to place another order and a refund is not available.
   b. We encourage you to opt-in to receive Text notifications regarding your Complio account
6. Drug Screening
   a. If your order includes a drug screening, you will select your collection site during the ordering process.
7. Signing Forms
   a. There will be several forms to sign. Review the document and scroll down to the bottom of the page where you will check that you've read and agreed to the documentation. Using your mouse or track pad, sign your name and click Next to proceed. The form will refresh to show your signature in the form. You will click Next to move forward.
8. Order Review
   a. You will confirm your order on the Order Review page. Please double check your package selections as once you enter your payment information your order is not eligible for a refund. Please confirm your order before proceeding.

Click here to create your account!

You will choose from several packages. Please confirm with your Program Corrdinator.

You will see approved collection sites to complete the drug screen at.
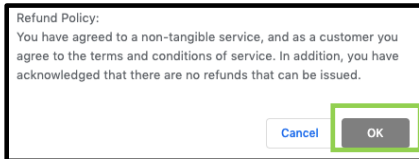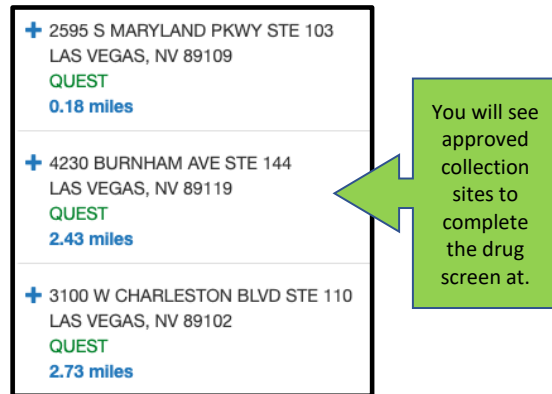
How to set up your Complio account

9. Return to your home page, where you will see a video that shows you how to upload documents. Watch this video
10. Once you've watched the video, you will be able to see a list of all your requirements. Click on "Enter Requirements" on the right side and indicate which required items you are submitting.
    a. You will see what steps are required to become compliant for each category as soon as you click "Enter Requirements"
11. Choose your pathway to compliance in the dropdown
    a. Once you choose your option, Complio will ask you for additional information. Please enter all applicable details
    b. Don't forget to click Submit!
12. You may need to submit multiple items for a single compliance category
    a. Once you've uploaded a document once, it can be associated to as many items as you need. Just click the "Document" drop down once you select your requirement. In this screenshot, the student is associating their document "MMR Titers 2" to each titer individually (Measles, Mumps, and Rubella).
    b. Do yourself a favor and label your documents with the contents. It will save you a great deal of time
13. American DataBank will review your documents within 1-3 business days once they are submitted
    a. ADB reviewed your documents to ensure they meet your school's standards. They are following the direction of the school and do not make the standards themselves.
    b. You will be notified via email and text (if you opted in) as to the status of the document you submitted.
    c. If your document did not meet the standards, it is considered not approved and you will need to determine the next steps. If your document does meet the standards, it will be approved.
14. If you have any questions about what information your documents need to have in order to be approved, please click on Requirement Explanation at the top of your screen
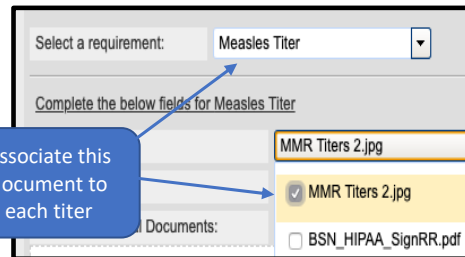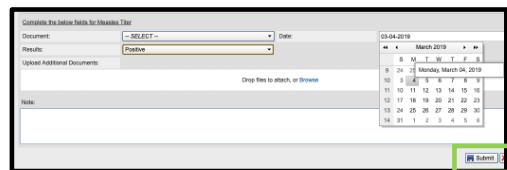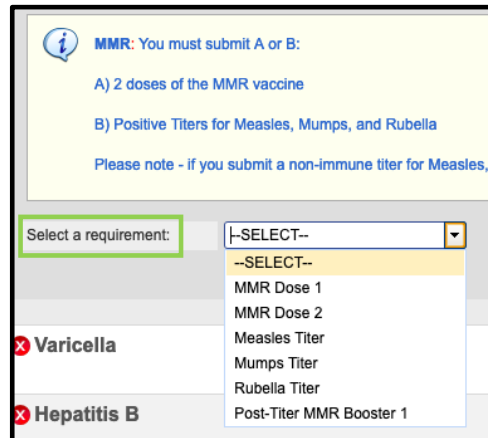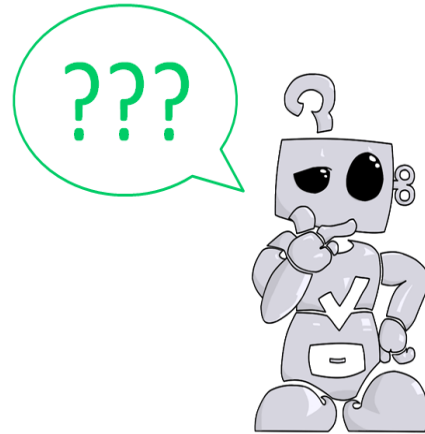

Associate this document to each titer

Once you submit your documents, they will have a status. Green = approved, Red = not compliant, Yellow = Pending Review

4
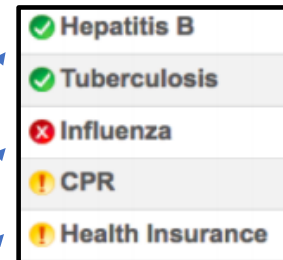
©American DataBank is always happy to help. You may call, email, or message us with any questions or concerns you have about Complio, your account, or your students' statuses.

Email: Complio@americandatabank.com

Phone: **800-200-0853**
Live Service: 7am-6pm MT M-F; 8am-4pm MT Sa

Address: 110 16th Street
                     Suite 800
                     Denver, CO 80202

Health Examination and Immunization Record Form

EASTERN
MICHIGAN UNIVERSITY
SCHOOL of NURSING

Health Examination
TO BE COMPLETED BY PHYSICIAN, NURSE PRACTITIONER, OR PHYSICIAN'S ASSISTANT

Name _____E_____
            Last   First   Middle   E#

Explain any significant family or personal history:
_____
_____
_____

Height:_____**Weight**:_____ **Temp**:_____ **Pulse**:_____ **Resp**:_____ **BP**:_____

Vision: Visual Acuity: **Right 20/____**   **Left 20/____**

Hearing:_____

Eye, Ear, Nose, Throat:_____

Neck, Thyroid:_____

Heart:_____

Lungs:_____

Abdomen, Hernia:_____

Nervous System:_____

Bone and Joint:_____

Skin:_____

Is student capable of regular physical activity?_____If not, please explain.
_____
_____

Summary of
findings:_____
_____

Health Care Provider (Physician, Nurse Practitioner, Physician's Assistant), please sign and date:

Name:_____ Signature: _____
                Please Print
Address:_____Date:_____

Immunization Record
TO BE COMPLETED BY PHYSICIAN, NURSE PRACTITIONER, OR PHYSICIAN'S ASSISTANT

Name:_____ Student ID Number: E_____

Immunizations- Provide dates vaccines were given, or titer results with dates. Students will be _**UNABLE**_ to attend clinical courses without providing dates of vaccines or titer results with dates. History of having had the disease is _**NOT**_ sufficient proof of immunity**. Background check and Drug Test must be completed within the last 5 years of when you begin your clinical rotation. Official reports are required for both Background Check and Drug Test.**

Tdap   Date Received**:**_____

Rubeola   Date Received **1st Dose:**_____Second Dose:_____(or) Titer Result:_____

Mumps   Date Received **1st Dose:**_____Second Dose:_____(or) Titer Result:_____

Rubella   Date Received **1st Dose:**_____Second Dose:_____(or) Titer Result:_____
        Rubella vaccine must be after 1969 or will need titer result as proof of immunity.

Varicella   Date Received **1st Dose:**_____Second Dose:_____(or) Titer Result:_____

Hepatitis B Date Received **1st Dose:**_____Second Dose:_____ Third Dose:_____

*If student declines Hepatitis B. Vac. please document declination (below), and have student sign as well.

7-panel Drug Test: Date:_____Positive:_____Negative:_____

Tuberculin Skin Test: Date:_____Positive:_____Negative_____

Chest X-Ray: Date:_____Positive:_____Negative_____

Symptom Checklist: Date:_____Positive:_____Negative_____

IGRA: Date:_____Positive:_____Negative_____

Health Care Provider (Physician, Nurse Practitioner, Physician's Assistant), please sign and date:

Name:_____ Signature:_____
                Please Print
Phone:_____   Date:_____

Student: Complete this bottom portion _only_ if you are _declining_ the Hepatitis B Vaccine
DECLINATION FORM
Hepatitis B Vaccine

I,_____, am fully aware of the risk of acquiring the Hepatitis B virus (HBV) as a result of possible exposure to contaminated blood or other infectious materials.

Nevertheless, I have decided not to receive the Hepatitis B injections that are recommended by Eastern Michigan University School of Nursing.

_____   _____
Student Signature   Date

_____   _____
Witness   Date

EASTERN
MICHIGAN UNIVERSITY
SCHOOL of NURSING

Health History
To be filled out by **student**:

Name: Last_____First_____Middle_____

Address: Street_____City_____

State _____ Zip_____

Enrollment for Semester Year: _____ **Student** # E_____

Birth Date:_____

Person to be notified in case of emergency:

Name_____Address_____

Relationship_____ _____

Phone_____

Personal History:

Do you have/have you ever had:

	Yes	No		Yes	No
Rheumatic Fever	☐	☐	Tuberculosis	☐	☐
Scarlet Fever	☐	☐	Kidney Infection	☐	☐
Heart Disease	☐	☐	Convulsions	☐	☐
Diabetes	☐	☐	Persistent or Migraine Headaches	☐	☐
Asthma	☐	☐	High Blood Pressure	☐	☐
Hay Fever	☐	☐	Anemia	☐	☐
Pneumonia	☐	☐	Thyroid Trouble	☐	☐
Ulcers	☐	☐	Anxiety (treated with medication)	☐	☐
			Depression (treated with medication)	☐	☐
			Mental Illness (other)	☐	☐

If yes, please explain:
_____
_____

Have you ever been hospitalized? Yes ☐ No ☐ If yes, for what and when? _____
_____
_____

Do you have any allergies? Yes☐No☐ If so, specify: _____

Are you allergic to any drugs? Yes☐No☐If so, specify: _____

Do you have any physical impairment? Yes☐No ☐ If so, specify: _____

Students Signature:_____Date:_____

EMU Preceptor and Site Request Form

School of Nursing
EMU Preceptor & Site Request Form

Course Information: Course Number: _____ Semester/s: _____ Year: _____

(NP students only; check one) Rotation:
- ☐ Primary Care/Internal Medicine
- ☐ Geriatrics
- ☐ Adolescence
- ☐ Urgent Care
- ☐ Gynecology
- ☐ Specialty: _____

Student Information:

Name: _____EID: _____

Proposed Preceptor Information:

Name & Title: _____

Employer Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Fax: _____ Email: _____

To be filled out by site office manager only:
Who will sign affiliation agreement (name): _____
Title: _____
Email: _____
Phone: _____ Fax: _____

To be filled out by EMU only:
Is affiliation agreement in place: ☐ Yes ☐ Pending
☐ Approved ☐ Denied Signature: _____
Date: _____

EMU Preceptor Agreement Form

School of Nursing
EMU Preceptor Agreement Form

Student Name: _____   What unit will you be working on: _____

Anticipated duration of clinical experience: _____

Preceptor or Office Manager to fill out only:

I, _____ *(preceptor name)*

Preceptor signature: _____

Michigan RN, NP or PA License Number: _____

Expiration Date (s): _____   Board Certification Specialty: _____

Certifying Body (ANCC, AANP, etc.): _____

Michigan MD or DO License Number: _____

Expiration Date: _____   Board Certification Specialty: _____

Number of students precepted concurrently with this applicant: _____

Years in role: _____

The following items are required to be on file for accreditation purposes:

CV/Resume   State Medical License
Copy of highest degree   Board Certification (MD, DO, NP, CNS, NP & PA)

Please submit these documents to Deanna Kowaleski: dkowales@emich.edu

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Any questions regarding these forms, please contact Deanna Kowaleski

Students: Please submit these forms to Deanna or upload into Project Concert