CSULB-School of Nursing
Background Check/Health Documents for the RN Pathway student:

I. **Background Check.**

Review the requirement information provided by Monalisa Ward and set up a Certified Background Account using the following code:

- Go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and enter package code: **LJ34**
  - **Background Check + Medical Document Manager** (cost for this package is $76.50)
- OR -
  - **LJ34im** Medical Document Manager ($17.50). This is **only** to be used if you have had a recent background check and are able to provide a copy to Monalisa/approved by Dr. Keely.

Please **order** the background check/health tracker by Orientation

II. **Health Documents.**

1. **QUANTITATIVE IgG Titers LAB REPORTS** (i.e., has a numeric value) for the following (Recent ADN grad? Your titer lab reports will be accepted so long as there is a quantitative titer number. If your labs are older than 2006, please re-do as you may have lost immunity):
   - Measles
   - Mumps
   - Rubella
   - Hepatitis B
   - Varicella

   - Even if you had a disease, we still need the lab report as proof of immunity. You may not be immune, but permanently non-immune.

   - **Immunization Records.** Please provide these documents **only** if you are not immune or are equivocal. We then will need for your original series and your booster shot/series (MMR and Varicella: booster. Hep B: booster series).

   - **If a lab report only says “Reactive” or “Positive,” and does not list the quantitative titer numbers:** please go to Student Health Services and re-do this lab. Many of the facilities we utilize for N402 and Preceptorship ask that we provide this information, or at least have it on record.

2. **Tetanus Record.** TDaP is the version needed because it has the Pertussis/Whooping Cough vaccine.
3. **Bi-Annual - American Heart Association CPR Healthcare Provider BLS card.**
   - **Anything** other than an AHA/ BLS card will be rejected.
   - **Therefore, please do not** post PALS, ARC/BLS or any other card, as we do not need them on record.

4. **Annual - Flu shot:** (what is acceptable)
   a. Post proof if you had it this year;
   b. Use a declination of flu vaccine only if you are truly allergic or have another solid medical reason.
      - We require proof from your doctor.
   c. **For Incoming fall students only:** put a missing document form if you didn’t get one for this year and then get one next mid-Autumn (10/15); or

5. **Annual - Tuberculosis PPD or Recent Chest X-Ray:**
   a. **Initial Two-Step.** If a student has last year’s TB, then they may post the older information, plus this year’s TB (one-shot/one-reading). If a student does not have both documents, then they must get a 2-step. The timeline will look like this:
      - 1st shot: given & read w/in 48 hours.
      - Wait at least a week & no more than a month.
      - 2nd shot: given & read w/in 48 hours.
      - **Every year thereafter:**
        Students will need an annual 1-step if in the program longer than a year.
   b. **Positive PPD.** Please fill out the CDC form so we have it on record AND provide a copy of your X-Ray summary. For SoN purposes, a chest x-ray is good for four years.
      - **Note:** Some facilities may require a more recent x-ray. We will notify you if/when one is needed.

6. **Malpractice Certificate (annual, order only to cover N402 and Preceptorship).**
   a. **If you just finished your ADN program and/or do not have current Malpractice:** go to the Nurses Service Organization website (www.nso.com) and order new grad malpractice. Then, call NSO and let them know that you are a student, too (1-800-247-1500).
   b. **If you have your RN license and Malpractice:** Call NSO at 1-800-247-1500. You will need to speak with one of their customer service representatives. They will add your student information on your account.
Utilizing NSO is not mandatory; you can go elsewhere for malpractice insurance.

Only the Certificate will be accepted. Applications and payment receipts will not be accepted.

7. **Personal Health Insurance Card (annual, to cover N402 and Preceptorship).**
   If your name is not on the card you must also upload documentation proving coverage (ex.: your name listed on a policy page, a letter from your insurance stating you are on the insurance, etc.).
   
   a. If you are in the program for longer than one year: please repost the card as confirmation that you are still insured.

8. **Auto Insurance (required during your time in N402).**
   Please add when you attend N402. You will be required to post an additional card/information if your auto insurance expires while in the class.

9. **Physical Exam (to cover N402 and Preceptorship year).**
   Must be signed by a health care provider – you must have had a physical exam within the last 6 months prior to starting this class.

10. **Additional Information:**

    CPI. If you see this requirement listed in your “to-do list” or a section for a #2 physical, contact Certified Background as you have been accidentally placed in the wrong tracker and need to be switched.

III. **Deadline dates.**

For the most part, once you have posted a document, it will be permanently approved. However, there are annual requirements. Organizing nearly 500 students can be a rather complex business. Apart from students' needs, there are also hospital/legal/insurance/BRN/faculty requirements. Therefore, please follow the deadline dates set by the School of Nursing, rather than what is necessarily on your personal information.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Due by</th>
<th>Notes</th>
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<tr>
<td>Prior to Fall Semester</td>
<td>July 16</td>
<td><strong>Incoming Students:</strong> if you haven’t already done this when you ordered your background check, order your health tracker. <strong>Continuing Students:</strong> make sure all is posted for N402 and/or Preceptorship (both “annual” and “non-annual” documents).</td>
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Sept. 8  | **Incoming Students:** post all non “annual” documents. “Annual” documents will be due prior to Spring or Summer.

**Prior to Spring Semester**
Nov. 26 | **Incoming Students:** if you haven’t already done this when you ordered your background check, order your health tracker. **Continuing Students:** make sure all is posted for N402 and/or Preceptorship (both “annual” and “non-annual” documents).

Feb. 17 | **Incoming Students:** post all non “annual” documents. “Annual” documents will be due prior to Summer or Fall.

**Prior to Summer Semester**
April 22 | **Continuing Students:** make sure all is posted for N402 and/or Preceptorship (both “annual” and “non-annual” documents).

**Flu Season**
Oct. 15 | Get the flu shot and post on your tracker.

So, a student can predict that if s/he is taking N402 in the Fall, then the deadline to turn in the #2 Physical and Auto Insurance would be by July 16th. All students graduating in December will still need their flu shots.

Hope this information helps!