

## 2020 BRAND Policies & Requirements: Informational Packet (IP)

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As part of your acceptance into BRAND you will be expected to provide documentation and/or abide by the following School of Nursing policies and requirements. It is your responsibility to keep these requirements current throughout the completion of the program. *Failure to do so will result in your being prohibited from attending clinical.*

Start obtaining information requested according to dates as noted in the information on these pages and those of the **Checklist & Forms** document. DO NOT wait until the last minute!

### Table of Contents

page number

<a href="#">Background Check</a> .....	<a href="#">2</a>
<a href="#">Admissions Forms</a> .....	<a href="#">2</a>
<a href="#">CNA</a> .....	<a href="#">3</a>
<a href="#">CPR</a> .....	<a href="#">3</a>
<a href="#">Drug Screening</a> .....	<a href="#">3</a>
<a href="#">Handbook, Syllabi &amp; Textbooks</a> .....	<a href="#">9</a>
<a href="#">Immunizations</a> .....	<a href="#">4-5</a>
<a href="#">Malpractice</a> .....	<a href="#">8</a>
<a href="#">Nametag</a> .....	<a href="#">8</a>
<a href="#">Orientations</a> .....	<a href="#">9</a>
<a href="#">Photo</a> .....	<a href="#">2</a>
<a href="#">Supplies &amp; Technological Equipment</a> .....	<a href="#">8</a>
<a href="#">Technical Standards</a> .....	<a href="#">2</a>
<a href="#">Transportation</a> .....	<a href="#">9</a>
<a href="#">Uniform</a> .....	<a href="#">8</a>

## Policies and Requirements Associated with Admission Confirmation Response

Item	Directions
<p><b>Background Check</b></p> <p><i>Complete immediately!</i></p>	<p>According to the UW College of Health Sciences policy, a background check must be completed before a student is fully admitted to the BRAND program. The link to Viewpoint Screening on the College of Health Sciences website or at <a href="http://www.uwyo.edu/hs/student-resources/index.html">http://www.uwyo.edu/hs/student-resources/index.html</a> . Viewpoint Screening is the only approved vendor for background checks for the UW Fay W. Whitney School of Nursing. The results of the background check may affect final admission to the BRAND program.</p>
<p><b>Admissions Release Form(s)</b></p> <p><i>Complete ASAP and return with Admissions Checklist not later than May 1, 2020</i></p> <p><i>These forms are all found in the Admissions Checklist Packet</i></p>	<p>Clinical Policies</p> <ul style="list-style-type: none"> <li>○ Official documents regarding health records, proof of professional level CPR, and CNA, LPN are required as part of admission to the BRAND (Accelerated BSN) program. Students are required to provide copies of these documents to clinical sites as requested.</li> </ul> <p>Educational Records</p> <ul style="list-style-type: none"> <li>○ There are times when the School of Nursing will be asked to release educational information to State Boards of Nursing, prospective employment, scholarships, Graduate School. This release is required for the release of that information and will remain in your permanent file</li> </ul> <p>Contact Release</p> <ul style="list-style-type: none"> <li>○ This form is to give permission to release your contact information to your fellow classmates while enrolled in the UW School of Nursing BRAND program.</li> </ul>
<p><b>Photo</b></p> <p><i>Complete by May 1, 2020</i></p>	<p>Photo</p> <ul style="list-style-type: none"> <li>○ A digital photo (.jpg file) at least 25KB size file – head and shoulders shot</li> <li>○ Email it as an attachment to <a href="mailto:dcarver@uwyo.edu">dcarver@uwyo.edu</a></li> <li>○ You will also have a professional photo taken at orientation. That photo will be used for graduation photo boards and display for School of Nursing functions. You will need to have the UW Photo Release form signed to authorize use of your picture.</li> </ul>
<p><b>Technical Standards for Admission</b></p> <p><i>Complete ASAP and return with Admissions Checklist no later than May 1, 2020</i></p>	<p>Students offered <b>full admission</b> to the BRAND Program are asked to verify that they can meet the specified Technical Standards for Admission with or without accommodation(s).</p> <p>The policy information and verification form are identified and posted on the nursing website, <a href="http://www.uwyo.edu/nursing">http://www.uwyo.edu/nursing</a>.</p> <ul style="list-style-type: none"> <li>● <b>Technical Standards for Admission policy</b> – <i>click on Nursing programs, BRAND Program, Technical Standards for Admission</i></li> <li>● <b>Technical Standards for Admission Verification Form (BRAND Program)</b> – <i>click on Nursing Programs, BRAND Program, Technical Standards for Admission Verification Form</i></li> </ul>

<p><b>Communication</b></p> <p><i>Please update your contact information with UW and FWWSO if anything changes</i></p>	<p>Our primary source of communication with our BRAND students is through UW email accounts and course sites. Some student contacts may be made by phone or through the U.S. Mail service.</p> <ul style="list-style-type: none"> <li>○ The University of Wyoming assigned email account shall be one of the official means of communication with all nursing students, faculty, and staff. As a student in our nursing program you are expected to use this account for all school contacts. As both a student of the University of Wyoming and the School of Nursing, you are responsible for all information sent via your University assigned email account as well as any postings through course sites. <ul style="list-style-type: none"> <li>▪ Students are expected to check their UW email on a frequent and consistent basis in order to stay current with University/School of Nursing-related communications. Students have the responsibility to recognize that certain communications may be time-critical</li> <li>▪ You may prefer to use a different email provider for non-school activities. Should this be the case, you are asked to not forward your UW email to that provider as this may cause problems in not receiving messages sent through our nursing distribution lists or class lists.</li> <li>▪ Additionally, UW recommends that you do not forward your mail to offsite addresses as they cannot guarantee security, reliability or usability of any entity not controlled by UW.</li> </ul> </li> <li>○ All students are asked to provide their cell phone number to the FWWSO. <ul style="list-style-type: none"> <li>▪ Your cell phone number will be shared with your fellow classmates as well as faculty/staff as a means of contact with each other (<i>e.g. cancellation of clinical due to weather</i>).</li> </ul> </li> </ul> <p>Please verify/update your Contact Information through WyoWeb each semester. You are asked to keep both your mailing (<i>local/school</i>) and permanent address as well as phone information current at all times on WyoWeb.</p>
<p><b>CPR Certification: BLS</b></p> <p><i>Documentation must be submitted to CastleBranch by May 1, 2020</i></p>	<ul style="list-style-type: none"> <li>● Your CPR card MUST be the “Basic Life Support for Healthcare Providers” (BLS) card through American Heart Association. No other CPR cards are accepted</li> <li>● Your certification must remain current through the entire BRAND program (summer, fall, spring and summer semesters).</li> <li>● Where do you find CPR classes? Contact your State Board of Nursing. Find their contact info at <a href="http://www.ncsbn.org/contactbon.htm">www.ncsbn.org/contactbon.htm</a>.</li> </ul>
<p><b>Drug Screening</b></p> <p><i>Documentation must be submitted to CastleBranch by May 1, 2020</i></p>	<ul style="list-style-type: none"> <li>● <b>A 10-panel drug screening is required to be completed between April 1 and May 26, 2020.</b></li> <li>● If not completed by May 26, 2020 the offer of admission will be rescinded.</li> <li>● Additional drug screenings may be required at many clinical training sites. Your clinical instructor or clinical site will notify you if you will need additional drug screens. Students may incur charges for this screening. Make a hardcopy of any screening results and keep in your portfolio for other clinical placements.</li> </ul>
<p><b>Active CNA or LPN Licensure</b></p> <p><i>Documentation must be submitted to CastleBranch by May 1, 2020</i></p>	<ul style="list-style-type: none"> <li>○ All students are required to have an active CNA or LPN licensure for admission to the program. Certification from any state will be accepted, but must be good throughout the entire program.</li> <li>○ Students must provide either a copy of the actual license or the license number and expiration date as soon as possible.</li> <li>○ See the Wyoming State Board of Nursing Website for listing of training programs in Wyoming.</li> </ul>

## Policies and Requirements Associated with Health Records

Item	Directions
<p><b>Immunizations</b></p> <p><i>Your immunizations must be uploaded into CastleBranch May 1, 2020</i></p>	<p>The University of Wyoming Fay W. Whitney School of nursing (UW FWWSON) has partnered with CastleBranch to track student’s immunization records. This service allows students to upload immunization records and certifications online. Information collected through CastleBranch is secure, tamper-proof and confidential. The student and the School of Nursing both have access to the immunization records at any time, from any location, electronically. The cost to you for this site is \$77 for 16 months.</p> <p>Immunizations are required for participation in the FWWSON BRAND Program. It is important to upload immunization records as instructed in order to be eligible to enter the clinical sites. Each student is responsible for their own immunization records: for the initial upload, tracking and updating whenever necessary.</p> <p>For A Summary of Your Rights Under the Fair Credit Reporting Act visit <a href="http://www.ftc.gov">www.ftc.gov</a>.</p> <p><b>DO NOT WAIT UNTIL THAT DATE TO START YOUR IMMUNIZATIONS.</b></p>
<p><b>Tuberculin Skin Testing (TST)</b></p> <p><i>(a.k.a. TB or PPD)</i></p> <p><u>OR</u></p> <p><b>Interferon Gamma Release Assay (IGRA)</b></p> <p><i>(a blood test that may be used in place of both the 2-Step and annual TST)</i></p>	<ol style="list-style-type: none"> <li>Two-step TST or IGRA for all incoming students who have <b>no history</b> of previous TST. Annual testing thereafter. (<i>Note: a two-step would also be required if screening has not been performed the previous year.</i>) <ul style="list-style-type: none"> <li>Complete one of the following: <ul style="list-style-type: none"> <li><b>2-Step TST</b> TST #1 is administered; read 48-72 hours later. Wait 1 week before administering TST #2. TST #2 is administered; read 48-72 hours later</li> <li><b>IGRA</b> Blood is drawn and tested</li> </ul> </li> </ul> </li> <li>One-step TST or IGRA for all incoming students who have documentation (<b>history</b>) of previous TST from <b>preceding year</b>. Annual testing thereafter. Screenings cannot be more than a year apart. <ul style="list-style-type: none"> <li>Complete one of the following: <ul style="list-style-type: none"> <li><b>Annual 1-Step TST</b> - Annual TST is administered; read 48-72 hours later</li> <li><b>IGRA</b> - Blood is drawn and tested</li> </ul> </li> </ul> </li> <li>Anyone with a <b>positive</b> or <b>history of a positive TST</b> is required to submit medical records showing the results of their last <b>Chest X-Ray</b> along with documentation of past positive TST history. <ul style="list-style-type: none"> <li>If last Chest X-Ray was completed <b>prior to mid-May</b> of the current year, a <b>TB Update Form</b> (<i>obtained from Student Forms page on FWWSON website</i>) will need to be filled out by the student’s healthcare provider.</li> <li>A <b>TB Update Form</b> (<i>obtained from Student Forms page on FWWSON website</i>) that will be filled out by the student’s healthcare provider will be required annually thereafter.</li> <li>Not required to have a Chest X-Ray again unless symptomatic.</li> </ul> </li> </ol>

<p><b>MMR</b></p>	<p>1. Documentation of <b>two</b> MMR vaccinations with a minimum of four weeks between doses (<b>administered after age twelve months</b>). Documentation must identify the dates the doses were administered.</p> <p><u>OR</u></p> <p>2. Laboratory (titers) documentation of immunity for Rubella, Rubeola, and Mumps.</p> <ul style="list-style-type: none"> <li>• If any of these titer results are negative or equivocal the appropriate vaccination (MMR) must be administered as noted below. <ul style="list-style-type: none"> <li>○ If vaccinations are needed, <b>WAIT</b> until other requirements are complete before administering, as some screenings cannot be done within a month of these vaccinations.</li> <li>○ <b>MMR</b> – two administrations of the vaccine required; must be completed 1 month apart.</li> </ul> </li> </ul>
<p><b>Varicella</b></p> <p><b>Documentation of disease by a healthcare provider as proof of immunity will not be accepted by the FWWSON.</b></p>	<p>1. Documentation of <b>two</b> doses of Varicella vaccine with a minimum of four weeks between doses.</p> <p><u>OR</u></p> <p>2. Laboratory (titer) documentation of immunity for Varicella.</p> <ul style="list-style-type: none"> <li>• If titer result is negative or equivocal the appropriate vaccination (Varicella) must be administered as noted below. <ul style="list-style-type: none"> <li>○ If vaccinations are needed, <b>WAIT</b> until other requirements are complete before administering, as some screenings cannot be done within a month of these vaccinations.</li> <li>○ <b>Varicella</b> – two administrations of the vaccine required; must be completed 1 month apart.</li> <li>○ If doing titers in lieu of documentation of vaccination series, have blood drawn NOW in the event that additional vaccinations are needed.</li> </ul> </li> </ul>
<p><b>Flu Vaccination (Seasonal)</b></p>	<p>1. An annual flu vaccination (seasonal) is required of all students with documentation to be submitted to the FWWSON by last Monday of October each fall semester.</p> <ul style="list-style-type: none"> <li>• Reminders regarding this requirement will be emailed to students in the fall when it is time to have this done.</li> </ul> <p><i>Must be completed between September 1 and October 31 each year.</i></p>
<p><b>Adult Tetanus, Diphtheria, Pertussis (Tdap)</b></p>	<p>2. Documentation of one Tdap dose.</p> <p>3. Tdap required even if Td is current within 10 year period.</p> <ul style="list-style-type: none"> <li>• Tdap should replace a single dose of Td for adults aged 19-64 years who have not received a dose of Tdap previously.</li> <li>• Boost with Td every 10 years.</li> <li>• Tdap vaccination cannot have been administered prior to September 1, 2010.</li> </ul>
<p><b>Hepatitis B</b></p>	<p>1. Those who have <b>been previously immunized</b> (<i>had complete 3-dose series</i>)... and have Laboratory (titer) documentation of immunity for Hepatitis B (anti-HBs level of <math>\geq 10</math> mIU/mL) (<i>Provide documentation that identifies dates administered for the 3-dose series along with lab records that identifies date of titer and titer results.</i>)</p> <p><u>NOTE:</u></p> <p>Those who <b>do not</b> have documentation of serologic immunity (<i>non-positive titer result</i>), proceed as follows...</p> <ul style="list-style-type: none"> <li>• Administer 1 does of Hepatitis B vaccine.</li> <li>• Perform post-vaccination serologic testing for immunity in 1-2 months. <ul style="list-style-type: none"> <li>○ If anti-HBs is <math>\geq 10</math> mIU/mL (positive), you are finished.</li> <li>○ If anti-HBs is <math>&lt; 10</math> mIU/mL (negative), complete second series of Hepatitis B vaccine (doses 2 and 3). <ul style="list-style-type: none"> <li>▪ Perform post-vaccination serologic testing for immunity 1-2 months</li> </ul> </li> </ul> </li> </ul>

following 3<sup>rd</sup> dose.

- If serologic testing remains negative, you are considered a “non-responder” and counseled regarding precautions to prevent HBV infection and the need to obtain HBIG prophylaxis for any known or probable parenteral exposure.

**OR**

2. Those who have **not been previously immunized** must complete the 3-dose series of Hepatitis B vaccine **before** having serologic testing completed. (*this also includes those who **previously started the series** but didn't received all 3 doses. Continue from that point to complete remaining doses in the series **before** testing.*)

- Required to have a 3-dose series of Hepatitis B vaccine at 0, 1, and 6 months followed by serologic testing for immunity 1-2 months following dose #3. If anti-HBs is less than 10 mIU/mL (negative), follow steps identified in **NOTE** above with in option 1.
- Start series **NOW** as documentation of the **first two doses** is required by the noted deadline.

**See Diagram on Next Page**

**OR**

3. An alternative for those who have **not been previously immunized** is the Hepatitis B vaccine with a novel adjuvant (HepB-CpG) administered as a 2-dose series (0, 1 month) for use in persons aged > 18 years.

- The 2-dose HepB vaccine series only applies when both doses in the series consist of HepBCpG. Series consisting of a combination of 1 dose of HepB-CpG and a vaccine from a different manufacturer should consist of 3 total vaccine doses and should adhere to the 3-dose schedule minimum intervals of 4 weeks between dose 1 and 2, 8 weeks between dose 2 and 3, and 16 weeks between dose 1 and 3. Doses administered at less than the minimum interval should be repeated. However, a series containing 2 doses of HepB-CpG administered at least 4 weeks apart is valid, even if the patient received a single earlier dose from another manufacturer.
- Serologic testing for immunity 1-2 months after the final dose. If anti-HBs is less than 10 mIU/mL (negative) vaccination is repeated. Revaccination may consist of administration of a second complete HepB vaccine series followed by anti-HBs testing 1–2 months after the final dose. Alternatively, revaccination may consist of administration of an additional single HepB vaccine dose followed by anti-HBs testing 1–2 months later (and, if anti-HBs remains < 10 mIU/mL, completion of the second HepB vaccine series followed again by anti-HBs testing 1-2 months after the final dose. If serologic testing remains negative, you are considered a “non-responder” and counseled regarding precautions to prevent HBV infection and the need to obtain HGIB prophylaxis for any know or probable parenteral exposure.

(US Department of Health and Human Services/Centers for Disease Control and Prevention. MMWR / April 20, 2018 / Vol. 67 / No. 15 / pp. 455-457.)

**FIGURE 1.**  
**Pre-exposure Management for Healthcare Personnel with a Documented Hepatitis B Vaccine Series Who Have Not Had Post-vaccination Serologic Testing**

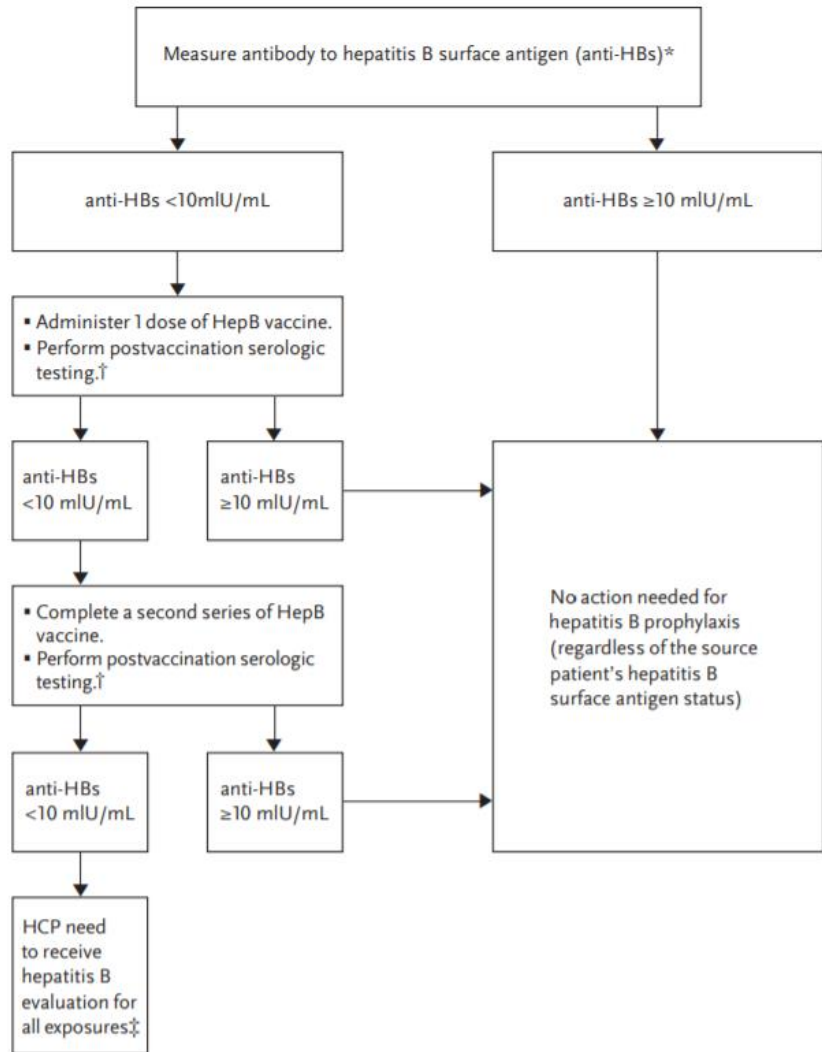
Healthcare personnel (HCP) with documentation of a complete series of HepB vaccine but no documentation of anti-HBs  $\geq 10$  mIU/mL who are at risk for occupational blood or body fluid exposure might undergo anti-HBs testing upon hire or matriculation. The algorithm at right will assist in the management of these people. It was adapted from CDC. Prevention of Hepatitis B Virus Infection in the United States: Recommendations of the Advisory Committee on Immunization Practices, *MMWR* 2018; 67(RR-1), available at [www.cdc.gov/mmwr/volumes/67/rr/pdfs/rr6701-H.pdf](http://www.cdc.gov/mmwr/volumes/67/rr/pdfs/rr6701-H.pdf).

**NOTE:** Also available as standalone form at [www.immunize.org/catg.d/p2108.pdf](http://www.immunize.org/catg.d/p2108.pdf).

\* Pre-exposure serologic testing may be recommended for all previously vaccinated HCP who were not tested 1 to 2 months after the third dose (such as people vaccinated as children or adolescents). Trainees, HCP in certain occupations, and HCP practicing in certain populations are at greater risk of exposure. Vaccinated HCP in these settings or occupations could benefit from pre-exposure serologic testing.

† Should be performed 1–2 months after the last dose of vaccine using a quantitative method that allows detection of the protective concentration of anti-HBs ( $\geq 10$  mIU/mL) (e.g., enzyme-linked immunosorbent assay [ELISA]).

‡ A nonresponder is defined as a person with anti-HBs  $< 10$  mIU/mL after 2 complete series of HepB vaccine. Persons who do not have a protective concentration of anti-HBs after revaccination should be tested for HBsAg. If positive, the person should receive appropriate management. See *MMWR* 2018;67(RR-1) at [www.cdc.gov/mmwr/volumes/67/rr/pdfs/rr6701-H.pdf](http://www.cdc.gov/mmwr/volumes/67/rr/pdfs/rr6701-H.pdf) for guidance on management of persons who do not respond to 2 complete series of HepB vaccine.



## Miscellaneous Policies & Requirements

Item	Directions
<b>Malpractice Insurance Policy</b>	<p>Effective fall 2014, the College of Health Sciences (CHS) implemented student malpractice coverage for all students in the college and who are enrolled in clinical courses.</p> <p>A <b>student professional liability insurance fee of \$13</b> will be assessed on your UW tuition/fee bill each year as part of your admission to the nursing major component (junior/senior years) of the BRAND Program. That fee is associated with your enrollment in <b>NURS 3771 (fall semester, NURS 4741 (spring semester) and NURS 4775 (second summer semester)</b> and covers you in the CHS malpractice policy.</p>
<b>Nametag</b>	<ul style="list-style-type: none"> <li>• You can obtain your clinical nursing nametag the first week on campus.</li> <li>• WyoOne ID Office will make the nametag.</li> <li>• All students will purchase their nametag the first day of classes during orientation.</li> <li>• The WyoOne ID Office is located in the Information Technology Center (ITC) Room 167.</li> </ul>
<b>Uniform</b>  <i>Must be purchased by May 26, 2020</i>	<p><b>DESCRIPTION</b></p> <p>The uniform consists of black pants, black top and khaki warm-up jacket. The top and warm-up jacket will have the FWWSON logo embroidered on them. All-black clinical shoes are required (no open-toes and no crocs!).</p> <p><b>ORDERING</b></p> <p>All uniforms must be ordered online through the website set up specifically for the FWWSON through Pinebeach located in Laramie.</p> <ul style="list-style-type: none"> <li>• To place your uniform order through Pinebeach, access the FWWSON online uniform ordering site at <a href="http://faywhitney.pinebeachink.com">http://faywhitney.pinebeachink.com</a>.</li> <li>• If questions arise concerning your order, please contact Pinebeach at (307) 742-3138. Pinebeach is located at 309 S. 2nd St., Laramie, WY.</li> </ul>
<b>Supplies &amp; Technological Equipment</b>  <i>Obtain by August 1, 2020</i>	<ul style="list-style-type: none"> <li>• Wrist Watch - <i>second hand is needed</i></li> <li>• Stethoscope - <i>double-headed</i></li> <li>• Bandage scissors</li> <li>• Penlight</li> <li>• Hemostat</li> <li>• PDA, iPhone, MP3 player (optional)</li> </ul>



<p><b>Student Handbook, Course Syllabi, Textbooks</b></p>	<p><b>HANDBOOK</b> -Will be available online by May 1.  (Please go to: <a href="http://www.uwyo.edu/nursing/handbooks/">http://www.uwyo.edu/nursing/handbooks/</a>)</p> <p><b>SYLLABI</b></p> <ul style="list-style-type: none"> <li>• The course syllabi should be available through individual WyoCourses course shells within the week prior to the beginning of each semester.</li> </ul> <p><b>TEXTBOOKS –</b></p> <ul style="list-style-type: none"> <li>• You can preview the listing of required textbooks for each of your nursing courses through the University Store website. Textbooks can be pre-ordered through them as they open that ability each semester or you may also choose to purchase your textbooks through other online sources.</li> <li>• Textbooks should not be rented because most will be used throughout the program.</li> </ul>
<p><b>Transportation</b></p>	<p>BRAND students are expected to arrange, and pay for, their own transportation and housing.</p>
<p><b>Orientations</b></p>	<p><b><i>MANDATORY Orientations</i></b></p> <ul style="list-style-type: none"> <li>• <b>BRAND Orientation</b> First day of classes – May 26, 2020 in HS 364.</li> <li>• <b>Orientation to Clinical Simulation Center (CSC)/Skills Labs</b> to be included in orientation for N3710.</li> <li>• <b>Official Introduction into Professional Nursing</b> will be held at the Nightingale Ceremony. The date and time is Wednesday August 26, 2020 in A&amp;S Auditorium, 3:00 pm – 5:00 pm.</li> <li>• <b>Safety and OSHA Orientation</b> to be held at the start of N3710. Failure to successfully complete this requirement will result in your ineligibility to attend clinicals.</li> </ul>