2019 BRAND Policies & Requirements:
Informational Packet (IP)

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

Background Check ................................................................. 2
Admissions Forms ........................................................................... 2
CNA .................................................................................................. 3
CPR .................................................................................................. 3
Drug Screening .................................................................................. 3
Handbook, Syllabi & Textbooks ......................................................... 6
Immunizations .................................................................................. 4-5
Malpractice ......................................................................................... 6
Nametag ............................................................................................ 6
Orientations ......................................................................................... 7
Photo ............................................................................................... 2
Supplies & Technological Equipment .................................................. 6
Technical Standards............................................................................ 2
Transportation ..................................................................................... 6
Uniform ............................................................................................. 6
## Policies and Requirements Associated with Admission Confirmation Response

<table>
<thead>
<tr>
<th>Item</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Background Check</strong></td>
<td>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 is in the lower left hand menu bar of the College of Health Sciences website: <a href="http://www.uwyo.edu/hs/vp-screening/index.html">http://www.uwyo.edu/hs/vp-screening/index.html</a>. Viewpoint Screening is the only approved vendor for background checks for the UW Fay W. Whitney School of Nursing.</td>
</tr>
<tr>
<td><strong>Admissions Release Form(s)</strong></td>
<td>Clinical Policies</td>
</tr>
<tr>
<td></td>
<td>o Official documents regarding health records, proof of professional level CPR, and CAN, LPN or RN licensure 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.</td>
</tr>
<tr>
<td></td>
<td>Educational Records</td>
</tr>
<tr>
<td></td>
<td>o 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</td>
</tr>
<tr>
<td></td>
<td>Contact Release</td>
</tr>
<tr>
<td></td>
<td>o 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.</td>
</tr>
<tr>
<td><strong>Photo</strong></td>
<td>Photo</td>
</tr>
<tr>
<td></td>
<td>o A digital photo (.jpg file) at least 25KB size file – head and shoulders shot</td>
</tr>
<tr>
<td></td>
<td>o Email it as an attachment to <a href="mailto:dcarver@uwyo.edu">dcarver@uwyo.edu</a></td>
</tr>
<tr>
<td></td>
<td>o 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.</td>
</tr>
<tr>
<td><strong>Technical Standards for Admission</strong></td>
<td>Students offered full admission to the BRAND Program are asked to verify that they can meet the specified Technical Standards for Admission with or without accommodation(s).</td>
</tr>
<tr>
<td></td>
<td>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>.</td>
</tr>
<tr>
<td></td>
<td>o Technical Standards for Admission policy – click on Nursing programs, BRAND Program, Technical Standards for Admission</td>
</tr>
<tr>
<td></td>
<td>o Technical Standards for Admission Verification Form (BRAND Program) – click on Nursing Programs, BRAND Program, Technical Standards for Admission Verification Form</td>
</tr>
</tbody>
</table>
**Communication**

*Please update your contact information with UW and FWWSON if anything changes*

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.

- 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.

  - 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.
  - 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.
  - 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.

- All students are asked to provide their cell phone number to the FWWSON.

  - Your cell phone number will be shared with your fellow classmates as well as faculty/staff as a means of contact with each other (e.g. cancellation of clinical due to weather).

Please verify/update your Contact Information through WyoWeb each semester. You are asked to keep both your mailing (*local/school*) and permanent address as well as phone information current at all times on WyoWeb.

---

**CPR Certification: BLS**

*Complete ASAP and return no later than May 1, 2019*

- Your CPR card MUST be the “Basic Life Support for Healthcare Providers” (BLS) card through American Heart Association. No other CPR cards are accepted.

- Your certification must remain current through the entire BRAND program (summer, fall, spring and summer semesters).

- Where do you find CPR classes? Contact your State Board of Nursing. Find their contact info at [www.ncsbn.org/contactbon.htm](http://www.ncsbn.org/contactbon.htm).

---

**Drug Screening**

*Documentation must be submitted to Dawn Carver by May 1, 2019*

- A 10-panel drug screening is required to be complete by the first day of classes May 21, 2018. Must be completed after April. Please email the results of the screening to Dawn Carver, dcarver@uwyo.edu. 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.

---

**Active CNA or LPN Licensure**

*Documentation must be submitted to Dawn Carver by May 1, 2019*

- 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.

- Students must provide either a copy of the actual license or the license number and expiration date as soon as possible.

- See the Wyoming State Board of Nursing Website for listing of training programs in Wyoming.
## Policies and Requirements Associated with Health Records

<table>
<thead>
<tr>
<th>Item</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Immunizations</strong></td>
<td><em>Your immunizations must be uploaded into CastleBranch August 1, 2019</em> The University of Wyoming Fay W. Whitney School of nursing (UW FWWSON) has partnered with My Record Tracker to track student’s immunization records. This service allows students to upload immunization records and certifications online and will remain available to students after graduation. Information collected through My Record Tracker 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 $28 for 16 months. 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. Once you receive the log-in information from MRT you can begin uploading your documentation. For A Summary of Your Rights Under the Fair Credit Reporting Act visit <a href="http://www.ftc.gov">www.ftc.gov</a>. Contact information for CastleBranch will be sent to you by March 1. <strong>DO NOT WAIT UNTIL THAT DATE TO START YOUR IMMUNIZATIONS.</strong></td>
</tr>
</tbody>
</table>
| **Tuberculin Skin Testing (TST)** (a.k.a. TB or PPD) **OR** Interferon Gamma Release Assay (IGRA) (a blood test that may be used in place of both the 2-Step and annual TST) | 1. Two-step TST or IGRA for all incoming students who have no history of previous TST. Annual testing thereafter. *(Note: a two-step would also be required if screening has not been performed the previous year.)* Complete one of the following:  
   o **2-Step TST** 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  
   o **IGRA** Blood is drawn and tested  

**OR**  
2. One-step TST or IGRA for all incoming students who have documentation (history) of previous TST from preceding year. Annual testing thereafter. Complete one of the following:  
   o **Annual 1-Step TST** - Annual TST is administered; read 48-72 hours later  
   o **IGRA** - Blood is drawn and tested  

**OR**  
3. Anyone with a positive or history of a positive TST is required to submit medical records showing the results of their last Chest X-Ray along with documentation of past positive TST history.  
   *If last Chest X-Ray was completed prior to mid-May of the current year, a TB Update Form (obtained from Student Forms page on FWWSON website) will need to be filled out by the student’s healthcare provider.*  
   *A TB Update Form (obtained from Student Forms page on FWWSON website) that will be filled out by the student’s healthcare provider will be required annually thereafter.*  
   *Not required to have a Chest X-Ray again unless symptomatic.*
| MMR | 1. Documentation of **two** MMR vaccinations with a minimum of four weeks between doses *(administered after age twelve months)*. Documentation must identify the dates the doses were administered.  
 | OR | 2. Laboratory (titers) documentation of immunity for Rubella, Rubeola, and Mumps.  
 |   | • If any of these titer results are negative or equivocal the appropriate vaccination (MMR) must be administered as noted below.  
 |   |   o If vaccinations are needed, **WAIT** until other requirements are complete before administering, as some screenings cannot be done within a month of these vaccinations.  
 |   |   o **MMR** – two administrations of the vaccine required; must be completed 1 month apart.  |
| Varicella | 1. Documentation of **two** doses of Varicella vaccine with a minimum of four weeks between doses.  
 | OR | 2. Laboratory (titer) documentation of immunity for Varicella.  
 |   | • If titer result is negative or equivocal the appropriate vaccination (Varicella) must be administered as noted below.  
 |   |   o If vaccinations are needed, **WAIT** until other requirements are complete before administering, as some screenings cannot be done within a month of these vaccinations.  
 |   |   o **Varicella** – two administrations of the vaccine required; must be completed 1 month apart.  |
| Adult Tetanus, Diphtheria, Pertussis (Tdap) | 1. Documentation of one Tdap dose.  
 |   | 2. Tdap required even if Td is current within 10 year period.  
 |   | • Tdap should replace a single dose of Td for adults aged 19-64 years who have not received a dose of Tdap previously.  
 |   | • Boost with Td every 10 years.  |
| Hepatitis B | 1. Those who have **been previously immunized** *(had complete 3-dose series)*... Laboratory (titer) documentation of immunity for Hepatitis B (anti-HBs level of ≥ 10 mIU/mL) *(Provide documentation that identifies dates administered for the 3-dose series along with lab records that identifies date of of titer and titer results.)*  
 | **NOTE:** | Those who **do not** have documentation of serologic immunity *(non-positive titer result)*, proceed as follows...  
 |   | • Administer 1 does of Hepatitis B vaccine.  
 |   | • Perform post-vaccination serologic testing for immunity in 1-2 months.  
 |   |   o If anti-HBs is ≥ 10 mIU/mL (positive), you are finished.  
 |   |   o If anti-HBs is < 10 mIU/mL (negative), complete second series of Hepatitis B vaccine (doses 2 and 3).  
 |   |   ▪ Perform post-vaccination serologic testing for immunity 1-2 months following 3rd 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*
Continued from previous page...

- **Started the series but didn’t receive 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 ≥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.

NOTE: Also available as standalone form at www.immunize.org/catg/dj/p3018.pdf.

* Pre-exposure serologic testing may be recommended for all previously vaccinated HCP who were not tested 1 to 2 months after the last 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 (≥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 for guidance on management of persons who do not respond to 2 complete series of HepB vaccine.
### Miscellaneous Policies & Requirements

<table>
<thead>
<tr>
<th>Item</th>
<th>Directions</th>
</tr>
</thead>
</table>
| **Malpractice Insurance Policy** | 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.  
A student professional liability insurance fee of $13 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 Basic BSN Program. That fee is associated with your enrollment in **NURS 3475 (fall junior semester)** and **NURS 4475 (fall senior semester)** and covers you in the CHS malpractice policy. |
| **Nametag**               | You can obtain your clinical nursing nametag the first week on campus. WyoOne ID Office, located in Knight Hall, room 28 (basement, east wing) will make the nametag. |
| **Uniform**               | The UW FWW SON uniform is standardized, and specified by the SON, and must be worn in clinical settings. We will try to have representatives from the vendor on the schedule for orientation so you can determine what size is appropriate for you. Then your order will be placed on line as described in a document we will hand to you at orientation. That .pdf document will also be available on the School of Nursing website under ‘Student Forms’.  
**Must be ordered at orientation April 19, 2018** |
| **Supplies & Technological Equipment** | Obtain by August 1, 2018  
- Wrist Watch - *second hand is needed*  
- Stethoscope - *double-headed*  
- Bandage scissors  
- Penlight  
- Hemostat  
- PDA, iPhone, MP3 player (optional) |
| **Student Handbook, Course Syllabi, Textbooks** |  
- **HANDBOOK** – Will be available online by May 1. (Please go to: [http://www.uwyo.edu/nursing/handbooks/](http://www.uwyo.edu/nursing/handbooks/))  
- **SYLLABI** - The course syllabi should be available through individual WyoCourses course shells within the week prior to the beginning of each semester.  
- **TEXTBOOKS** – The textbook “International Standard Book Numbers” (ISBNs) will be sent to you, along with a link to a suggested vendor. However, you are welcome to purchase your books from any source you choose. |
<p>| <strong>Transportation</strong>        | BRAND students are expected to arrange, and pay for, their own transportation and housing.                                                   |</p>
<table>
<thead>
<tr>
<th>Orientations</th>
<th>MANDATORY Orientations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>BRAND Orientation</strong> –</td>
</tr>
<tr>
<td></td>
<td>Date: Thursday April 19, 2018</td>
</tr>
<tr>
<td></td>
<td>Location: Health Sciences Building, Third Floor, Classroom 364</td>
</tr>
<tr>
<td></td>
<td>Time: 8:00am - 5:00pm</td>
</tr>
<tr>
<td></td>
<td><strong>Orientation to Clinical Simulation Center (CSC)/Skills Labs</strong> to be included in orientation for N3710.</td>
</tr>
<tr>
<td></td>
<td><strong>Official Introduction into Professional Nursing</strong> will be held at the Nightingale Ceremony. The date and time are still TBD, but it is generally in the first week of fall semester.</td>
</tr>
<tr>
<td></td>
<td><strong>Safety and OSHA Orientation</strong> to be held at the start of N3710. Failure to successfully complete this requirement will result in your ineligibility to attend clinicals.</td>
</tr>
</tbody>
</table>