



# Clinical Placements Northwest

## Student/Faculty Clinical Passport Requirements

This is a digital PDF and should not be handwritten.

By contract with your academic institution, all students and faculty participating in learning experiences at this healthcare site must meet the following health and safety requirements. The academic institution is responsible for ensuring that requirements have been met **prior** to participation in the clinical experience. Records will be kept at the academic institution and random review by the clinical affiliates will occur on a regular basis. *Documentation must meet requirements at all times.* Required immunizations must include mm/dd/yyyy if available.

SUBMITTED ONCE	SUBMITTED EVERY YEAR
<p><b>TUBERCULIN STATUS</b></p> <ul style="list-style-type: none"> <li>Initial 2-step TST is required AND confirmation of initial 2-step completion.</li> <li>If no records of previous positive TB tests or more than 12 months since last TST then 2-step TST <b>OR</b></li> <li>Negative TB IGRA test within 12 months OR</li> <li>If negative TST within 12 months → 1-step TST</li> <li>If newly positive TST or TB IGRA → F/U healthcare provider (chest X-ray, symptoms check and possible treatment documentation of absence of active M. TB disease) and need to complete health questionnaire</li> <li>If history of positive TST → provide results of TST reading, provide proof of chest X-ray documenting absence of M. TB, medical treatment and negative symptom check</li> <li>If history of BCG vaccine → TST Skin Testing as above or TB IGRA. If negative → OK; If positive → follow-up as above</li> </ul> <p><b>HEPATITIS B</b></p> <ul style="list-style-type: none"> <li>Series of 3 vaccines completed at appropriate time intervals and post vaccination titer at 6-8 weeks after series completion. If negative titer, then repeat series (consisting of doses #4 – #6) and repeat titer 6-8 weeks after #6 dose. <b>OR</b> obtain challenge dose #4 and re-titer after 6-8 weeks <b>OR</b></li> <li>Provide results of positive titer (anti-HBs or HepB Sab) <b>OR</b></li> <li>Signed declination for students/faculty who decline vaccination</li> <li>- Specific healthcare institutions may require vaccination without exception (i.e., no declination)</li> </ul> <p><b>MMR</b> (Measles, Mumps, Rubella)</p> <ul style="list-style-type: none"> <li>Proof of vaccination (2 doses at appropriate intervals) OR</li> <li>Proof of Measles immunity by titer <b>and</b></li> <li>Proof of Mumps immunity by titer <b>and</b></li> <li>Proof of Rubella immunity by titer</li> </ul> <p><b>VARICELLA</b></p> <ul style="list-style-type: none"> <li>Proof of vaccination (2 doses administered at least 4 weeks apart) OR</li> <li>Proof of immunity by titer</li> </ul> <p><b>TETANUS, DIPHTHERIA, PERTUSSIS (Tdap)</b></p> <ul style="list-style-type: none"> <li>Tdap <b>required</b> once after age 11</li> <li>Td required every 10 years after Tdap</li> </ul> <p><b>CPR</b></p> <ul style="list-style-type: none"> <li>American Heart Association (AHA) BLS Provider Card only</li> </ul> <p><b>AUTHORIZATION FOR RELEASE OF RECORD</b></p> <ul style="list-style-type: none"> <li>Kept on file by education institution</li> </ul> <p><b>REQUIRED EDUCATION</b></p> <ul style="list-style-type: none"> <li>Each healthcare organization will communicate to faculty and students any required educational content to be completed prior to participation in the clinical experience.</li> </ul>	<p><b>TUBERCULIN STATUS</b></p> <ul style="list-style-type: none"> <li>Annual TST OR</li> <li>Annual TB IGRA test</li> <li>If newly positive TST/IGRA results → F/U with healthcare provider (chest X-ray, symptoms check and possible treatment documentation of absence of active M. TB disease) and may need to complete health questionnaire.</li> <li>Previously documented positive TST results and prior negative chest X-ray results. Complete Annual Symptom Check Form. If any “yes” responses → /F/U with healthcare provider.</li> </ul> <p><b>INFLUENZA</b></p> <ul style="list-style-type: none"> <li>Proof of seasonal vaccination(s) OR</li> <li>Signed declination for student/faculty who decline vaccination</li> <li>- Specific healthcare institutions may require vaccination without exception (i.e., no declination) <a href="http://flushot.healthmap.org/">http://flushot.healthmap.org/</a></li> </ul> <p><b>BACKGROUND CHECKS</b></p> <ul style="list-style-type: none"> <li>National Criminal Background Check and Washington State Patrol Background Check (WATCH) upon admission/re-admission and re-entry/hire to program to include all counties of residence &amp; all Washington State counties per RCW43.43.830 and OIG and GSA screens. Excluded Provider search on:             <ol style="list-style-type: none"> <li>OIG <a href="http://exclusions.oig.hhs.gov/">http://exclusions.oig.hhs.gov/</a> (conducted bi-monthly by CPNW)</li> <li>GSA <a href="http://www.sam.gov">http://www.sam.gov</a> (conducted bi-monthly by CPNW)</li> </ol> </li> <li>Washington State Patrol Background Check (WATCH annually thereafter)</li> <li>Disclosure Statement (annual) and kept on file by education institution</li> </ul> <p><b>LICENSE</b> (If individual is licensed as any healthcare provider [RN, LPN, NAC, etc.] and in what specific State)</p> <ul style="list-style-type: none"> <li>Current</li> <li>Unencumbered</li> </ul> <p><b>INSURANCE</b></p> <ul style="list-style-type: none"> <li>Professional Liability \$1,000,000/3,000,000 policy (This may be coverage via the school or individual)</li> </ul> <p><b>ADDITIONAL REQUIREMENTS (if applicable)</b>  <i>Some healthcare settings may have additional requirements, such as the following:</i></p> <ul style="list-style-type: none"> <li>Vehicle Insurance (for access to VA &amp; Military Facilities)</li> <li>Personal Health Insurance</li> <li>Drug Screen</li> <li>Hepatitis A Vaccine</li> <li>Current First Aid Card</li> <li>Proof of U.S. Citizenship</li> <li>Color Vision Test</li> <li>Food Handlers License</li> </ul> <p><i>Students and Faculty will be informed prior to clinical experience if optional or additional requirements need to be met.</i></p>



# Clinical Placements Northwest

## Student/Faculty Clinical Passport Requirements

This is a digital PDF and should not be handwritten.  
All dates should be submitted in the following format: m/dd/yy

Student/Faculty Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 College: \_\_\_\_\_  
 Program: \_\_\_\_\_  
 Form Verified By: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date: \_\_\_\_\_

### SUBMITTED ONCE

### SUBMITTED EVERY YEAR

**TUBERCULIN STATUS**

**A. Two-step TST#1**  
 Place Date: \_\_\_\_\_ Read Date: \_\_\_\_\_  
 Result mm: \_\_\_\_\_ Neg: \_\_\_\_\_ Pos: \_\_\_\_\_

**Two-step TST#2**  
 Place Date: \_\_\_\_\_ Read Date: \_\_\_\_\_  
 Result mm: \_\_\_\_\_ Neg: \_\_\_\_\_ Pos: \_\_\_\_\_

**B. TB IGRA** Date: \_\_\_\_\_ Result: \_\_\_\_\_

**C. If New Positive TST or IGRA Exam/X-ray** Date: \_\_\_\_\_ **OR**

**D. Positive TST or IGRA/Negative X-ray** Date: \_\_\_\_\_

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**HEPATITIS B** (3 primary series shots [at 0, 1, 6 months] plus titer confirmations 6-8 weeks later)

**A. Vaccination Dates**

- \_\_\_\_\_
- \_\_\_\_\_ Immunity by titer
- \_\_\_\_\_ Date: \_\_\_\_\_ **OR**

**B. If negative titer after initial series of 3 vaccines, then vaccine #4 and re-titer OR #5 and #6 vaccines and re-titer**

- \_\_\_\_\_
- \_\_\_\_\_ Immunity by titer
- \_\_\_\_\_ Date: \_\_\_\_\_ **OR**

**C. Immunity by titer (anti-HBs or HepB SAb)** Date: \_\_\_\_\_

**D. Signed declination** Date: \_\_\_\_\_

**E. History of disease** Date: \_\_\_\_\_ Known non-responder

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**MMR** (Measles, Mumps, Rubella)

**A. Vaccination Dates**

- \_\_\_\_\_
- \_\_\_\_\_ **OR**

**B. Immunity by titers:** Measles titer Date: \_\_\_\_\_  
 Mumps Titer Date: \_\_\_\_\_  
 Rubella Titer Date: \_\_\_\_\_

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**VARICELLA** (Chicken Pox)

**A. Vaccination Dates**

- \_\_\_\_\_
- \_\_\_\_\_ **OR**

Immunity by titer Date: \_\_\_\_\_

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**TETANUS/DIPHTHERIA/PERTUSSIS** (Tdap required after age 11)

**A. Tdap** Date: \_\_\_\_\_ **B. Td** Date: \_\_\_\_\_

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**AHA/BLS COURSE** (Course must be American Heart Association (AHA) BLS provider.)

**A. Expiration** Date: \_\_\_\_\_

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**AUTHORIZATION FOR RELEASE OF RECORD** (School keeps this on file)

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**REQUIRED EDUCATION**

All students and faculty must complete ALL student learning modules on the CPNW website. Any questions, please consult your program.

Each healthcare organization will communicate to faculty and students any required educational content to be completed prior to participation in the clinical experience.

**TUBERCULIN STATUS**

**A. Annual TST** (given less than one year from previous TST)

Date: \_\_\_\_\_ Result Neg \_\_\_\_\_ Pos \_\_\_\_\_ mm \_\_\_\_\_  
 Date: \_\_\_\_\_ Result Neg \_\_\_\_\_ Pos \_\_\_\_\_ mm \_\_\_\_\_  
 Date: \_\_\_\_\_ Result Neg \_\_\_\_\_ Pos \_\_\_\_\_ mm \_\_\_\_\_

**B. Annual TB IGRA** (drawn less than one year from previous IGRA)

Date: \_\_\_\_\_ Result: \_\_\_\_\_  
 Date: \_\_\_\_\_ Result: \_\_\_\_\_  
 Date: \_\_\_\_\_ Result: \_\_\_\_\_

**C. If New Positive TST or IGRA Exam/Chest X-ray**  
 Exam Date: \_\_\_\_\_ X-ray Date: \_\_\_\_\_

**D. For Known Positive/Possible Treatment:** Complete Annual symptom check  
 Date: \_\_\_\_\_

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**INFLUENZA** (Effective Dates: 8/31/2019–6/30/2020)

**A. Which healthcare provider administered vaccine?**  
 \_\_\_\_\_

**B. Proof of seasonal vaccination** Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

**C. Signed Declination** Date: \_\_\_\_\_

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**BACKGROUND CHECK**

**A. National Criminal Background Check Including the Exclusion Provider Search on OIG and GSA upon admission.** Date: \_\_\_\_\_

**B. Provider Search: OIG/GSA—Automatically** (run bi-monthly on 1st and 15th of every month per CPNW)  
 Student on-boarded before cycle: manually run on \_\_\_\_\_

**C. Washington State Patrol Check (WATCH) upon admission and then annually.** Date: \_\_\_\_\_ ; \_\_\_\_\_  
 \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

**D. Disclosure Statement annually** (School keeps this on file)  
 Date: \_\_\_\_\_ ; \_\_\_\_\_  
 \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

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**LICENSE** (Any healthcare license, registration)

**A. State:** \_\_\_\_\_ **License#** \_\_\_\_\_  
 Expiration date: \_\_\_\_\_ **OR**

**B. \_\_\_\_\_ Not Applicable**

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**INSURANCE**

**A. Professional Liability Policy**  
 Expiration Date: \_\_\_\_\_ ; \_\_\_\_\_

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**ADDITIONAL REQUIREMENTS** (If Applicable)

The healthcare organization may have additional requirements that must be completed.

\_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_