

Western MA Clinical Requirements for Nursing Student and Faculty
Academic Year 2023 -2024
Updated: August 3, 2023

Western Massachusetts healthcare facilities and schools involved in the implementation of the Massachusetts Centralized Clinical Placement System have agreed to the following process for tracking student/faculty and faculty clinical requirements.-

1. Schools are required to track the agreed upon Western MA Clinical Requirements for all nursing students and faculty. They are required to keep the information readily accessible. Note: It is the schools' choice if they decide to track using a database or paper files. The recommendation is to use a database.
2. Facilities will accept the agreed upon Standard Verification Letter instead of requiring individual student/faculty paperwork. The letter should be printed on school letterhead, signed by an authorized administrator and include the name and number of the CCP contact. (see template)
3. After a clinical rotation is scheduled, the standard verification letter must be sent to the healthcare organization from the academic institutions prior to the start of the rotation.
4. The school will produce evidence of the clinical requirements at the facilities request within 24 hours for exposure or regulatory review.
5. It should be noted that in addition to the standard verification letter provided to facilities for specific clinical rotations, there may be requirements that schools must meet on an annual basis. For example, every year Trinity Health Of New England requires a physical copy of a school's Certificate of Insurance (COI).

These requirements will be reviewed on an annual basis and updated if required. Schools of Nursing will receive updates no later than April regarding changes that will affect students/faculty in the upcoming academic year. Whenever extenuating circumstances arises after the notification deadline passes, the Schools of Nursing will be notified with ample time to meet new requirements.

For additional information or proposed changes to the requirements, please contact Peta-Gaye Porter, Program Director at the MassHire Hampden County Workforce Board at pporter@masshirehcb.com.

**Western MA Clinical Requirements for Nursing Student & Faculty – Academic Year 2023 -
2024**

All partner organizations agree to the following requirements for a period of one academic year and to the best of their organizational abilities, will not propose any changes.

Requirement	Specific Information	Note for Schools
General Information		
Name	Last, First, Middle Initial	
School	Name of school & program	
Expected Graduation Date		
Student/faculty's Current Health Insurance	Name of carrier & policy number	
School's Malpractice Insurance Carrier	Name of carrier	Note 1: A Certificate of Insurance will be provided to Trinity Health Of New England, Genesis Health, and Cooley Dickinson Hospital to indicate professional liability coverage each academic year.
Health History & Exam		
Physical Exam	Date of exam	<p>Must occur within one year prior to admission to the nursing program.</p> <p>Note 1: Genesis corporate policy requires all clinical students/faculty follow new employee guidelines which states "periodic physical examinations should be performed and recorded at least every two years".</p> <p>Note 2: Baystate Health is not requiring physical exam documentation for continuing ed. students/faculty, (if they already have their RN licenses and they are returning to school to further their degree).</p>
Measles, Mumps, & Rubella	Date of Immunization	<p>Evidence of 2 vaccines or a positive titer; if titer is equivocal or negative, must receive two vaccines <u>after</u> equivocal or negative titer.</p> <p>Note 1: If a student/faculty tests lower than the acceptable levels, it will be the responsibility of the school/university to ensure a minimum of one dose of the MMR Vaccine is given to a student/faculty before the student/faculty will be allowed to begin his/her clinical rotations. Further, this is a conditional clearance with the responsibility of the college to attest that within the 28 day window a second dosage of the MMR Vaccine is administered. Once that is completed, with all other</p>

		<p>requirements in proper order and completion, the student/faculty will then be fully cleared.</p> <p>Note 2: Baystate Health Policy does NOT require an additional titer to be drawn in line with CDC guidelines to verify levels.</p>
Diphtheria/Tetanus/ Pertussis (Tdap)	Date of immunization (must be within 10 Years)	<p>Vaccine verified. Per MA Dept. of Public Health, one dose of Tdap required for all health science students/faculty.</p> <p>Note 1: Visit mass.gov for Dept. of Public Health Tdap requirements.</p> <p>Note 2: In some cases, physicians do not administer the appropriate vaccine. Should this happen, the student/faculty will be required to update to a Tdap prior to attending clinical practice.</p> <p>Note 3: Tdap can be administered regardless of interval.</p>
Varicella (Chicken Pox)	Date of Immunization	Evidence of 2 vaccines or a positive titer; if titer is equivocal or negative, must receive two vaccines <u>after</u> equivocal or negative titer.
Hepatitis B	Date of Immunization Hep B Supplementation form (available on CCP website - West Region tab)	<p>Note 1: Vaccination, disease, immunity or declination/supplemental signed.</p> <p>Note 2: If student/faculty is identified as a carrier then they must provide the school with documentation and practice Standard Precautions.</p> <p>Note 3: Proof of 3 doses of immunization or two dose Heplisav-B (HepB-CpG) vaccine AND a titer demonstrating immunity</p> <p>Note 4: If a student/faculty cannot verify Hepatitis B vaccination but their titer is positive, they can sign a declination/supplemental letter.</p> <p>Note 5: If a student/faculty is in process of getting the Hep B series, or it is documented that they do not respond to the vaccine, they can attend rotation with evidence of first inoculation. Student will need to sign the declination/supplemental letter.</p>
Flu vaccination	Annual immunization or submission of a signed medical or religious exemption form (available on CCP website - West Region tab)	<p>Annual requirement</p> <p>Note 1a: HCOs do not generally permit students/faculty into clinical placements who refused the flu vaccine.</p> <p>Note 1b: Unless, <i>Students/faculty are exempt from receiving the flu vaccine for medical or religious reasons only.</i></p> <p>Note 2: If students/faculty cannot get vaccination due to availability, the student/faculty should sign the exemption form and update health service once immunization is received.</p> <p>Note 3: Cooley Dickinson Hospital, Genesis, Trinity Health Of New England-Mercy Medical Center and Baystate Health require a mask in all facilities if student/faculty has not received vaccine for medical or religious exemption.</p>

		<p>Note 4: Schools must maintain record of documentation of the flu vaccine and submit the completed flu documentation form to all HCOs. Documentation must include: <i>Last Name, First Name, DOB, Date of Vaccine (or exempted), Site/Administrator</i>)</p> <p>Note 5: An organization specific exemption form is required at CDH.</p>
Urine Drug Screen Test	<p>Date verified</p> <p>Mercy Medical Center need negative drug screening listed</p>	<p>Note 1: Mercy Medical Center require a drug screen on file prior to the start of the clinical rotation. <i>This is not annual, just prior to and then test if there is a question of fitness for duty.</i></p> <p>Note 2: Mercy Medical Center requires a five panel drug screen, with this requirement expiring in November 2023 for one nursing program and August 2024 for another program. All other programs must provide a 4-panel drug screen.</p> <p>-Drug testing-</p> <p>4 panel includes Cocaine, amphetamines, Opiates, and PCP</p> <p>5 panel includes Cocaine, amphetamines, Opiates, PCP, and Marijuana</p> <p>Note 3: Baystate Medical Center requires a 4-panel drug screen.</p> <p>-Drug testing-</p> <p>4 panel includes Cocaine, amphetamines, Opiates, and PCP</p> <p>All other facilities:</p> <p>Note 4: All students/faculty must meet the fitness for duty requirement. A screening may be required if there is a question of fitness for duty.</p> <p>Note 5: If students/faculty are found not fit for duty at any time during the rotation. They will be sent from the premises and the school will be notified.</p>
Tuberculin Skin Test (PPD) OR an IGRA-test	Date of immunization	<p>Annual requirement</p> <p>Note 1: For freshman students/faculty or those new to healthcare Proof of PPD 2 step testing (tuberculosis screen) OR an IGRA-test (T-spot or QuantiFERON Gold test) within 1 year (if history of a positive TB, report of negative chest x-ray done within past 12 months required)</p>

	<p>Note 2: Affiliating students/faculty will then have an annual requirement to provide documentation of a negative TB test (IGRA or skin test) within the previous 12 months</p> <p><u>Unless....</u></p> <ol style="list-style-type: none"> 1. There is a history of a previously positive TB test. They have to complete a symptom assessment screening every year (to inform whether or not they are experiencing symptoms and a CXR every 5 years. <p><u>Exceptions</u></p> <ol style="list-style-type: none"> 1. There has been a break in rotations during the year where the student/faculty went to a high-risk facility or a homeless shelter (where biannual testing is required). 2. Travel to an endemic area out of the country. <p><i>If 1 or 2 of the above have occurred then another TB test is required prior to returning to Baystate Health.</i></p>
COVID-19	<p>Note 1: Students/faculty in clinical placements at Baystate Health, Cooley Dickinson Hospital, Genesis Health, LTC and Trinity Health Of New England are required to be vaccinated at least 14 days prior to clinical start date.</p> <p>Note 2: All Hospice facilities require that student and faculty received a booster. LTC strongly recommends the bivalent booster.</p> <p>Note 3: Cooley Dickinson Hospital requires that student and faculty received the bivalent booster.</p> <p>Note 4: Students/faculty can apply for exemption from receiving the COVID-19 vaccine for medical or religious reasons only. Applications and decisions for religious and medical exemptions are managed by the academic institutions. The exemptions forms should only be submitted to the HCOs if requested.</p> <p>Note 5: Schools must maintain record of documentation of the COVID-19 vaccine and submit vaccine documentation to all HCOs. Documentation must include: <i>Last Name, First Name, DOB, Vaccine Type, Date of Vaccine(s) (or exempted), Booster Type, Booster Date(s), Name of the organization that administered the vaccine,</i> and complete the Baystate Health specific spreadsheet.</p> <p>Note 6: COVID-19 information was added to Module 3 (the infection and control module) of the CCP centralized modules. Completion of additional training modules might be required at some HCOs.</p> <p>Note 7: Universal Mask & Eye Protection Policy at Baystate Health, Cooley Dickinson Hospital, Genesis Centers and Trinity Health Of New England-MMC.</p>

		<p>Student/ faculty should wear a mask to the HCO organizations and the HCO will provide the student/faculty with a disposable mask once they are onsite.</p> <p>Note 8: HMC fit tests all students and faculty with the Lasco Merrick respirators.</p>
BLS certification by the American Heart Association	Expiration date	<p>Note 1: BLS certification is accepted at all HCOs. There are two options for this:</p> <ol style="list-style-type: none"> a. Take a live certification (or recertification) course b. Complete AHA BLS HeartCode online AND complete a skills check (the skills check portion is live). <p>Note 2: BH and CDH AHA center is expanding capacity and can work with schools to schedule classes.</p> <p>Note 3: Trinity Health OF New England- MMC and Cooley Dickinson Hospital accepts American Red Cross.</p>
<p>Criminal Background Check</p> <ul style="list-style-type: none"> ● (CORI/SORI) ● Sanction Screening <ul style="list-style-type: none"> ○ CMS: Medicaid/Medicare Fraud https://exclusions.oig.hhs.gov/ 	<p>Date sent Date verified</p>	<p>Annual requirement</p> <p>Specify type of background check performed annually (i.e., national, state or county)</p> <ul style="list-style-type: none"> ● Sanction screening to ensure that the student/faculty has not been disqualified or excluded from participation in any Federal or State funded program, such as Medicare or Medicaid. ● Office of Inspector General – US Department of Health and Human Services: OIG has the authority to exclude individuals and entities from Federally funded health care programs pursuant to section 1128 of the Social Security Act (Act) (and from Medicare and State health care programs under section 1156 of the Act) and maintains a list of all currently excluded individuals and entities called the List of Excluded Individuals/Entities (LEIE). Anyone who hires an individual or entity on the LEIE may be subject to civil monetary penalties (CMP).
Nurse Aide Registry	Date verified	Long term Care requirement. Check must be completed.
<p>Alzheimer’s and Dementia Training</p> <ul style="list-style-type: none"> ● CMS has a publicly available “Hand in Hand” training that can be used in lieu of the 8 hour training. <ul style="list-style-type: none"> ○ Module 1 (video) 	Date completed	The Department of Public Health require that all individuals who interact with patients in long-term care for an extended period of time complete an 8 hour Alzheimer’s and dementia training with interactive component and a follow-up 4-hour training annually.

<ul style="list-style-type: none"> ○ Module 2 (video) ○ Module 3 (video) ○ Module 4 (video) ○ Module 5 (video) ○ Module 6 (video) ● Healthcare Interactive: is another online program that provides the Alzheimer’s and Dementia training to students. There is a standard yearly fee for this program. 		
CCP Clinical Orientation	Date completed	Annual requirement Note 1: Facilities do not want the facility transcript. Schools should collect and maintain them.
Facility-Specific Clinical Orientation	Date completed	Annual requirement Note: Facilities do not want the CCP tickets. Schools should collect and maintain them.
N95 mask	Signed waiver	Note 1: If schools are not providing annual N95 mask fitting then, students/faculty will sign a waiver indicating that they will not be assigned or go into those rooms and/or work with patients requiring a N95 mask to provide care. It is the student/faculty’s responsibility to inform the preceptor that they have signed a waiver. If it becomes imperative that the student/faculty needs to have a respirator fit test, this can be performed at Employee Health. Note 2: Students/faculty at BH, HMC, MMC and CDH are not permitted to enter enhanced, strict and airborne isolation rooms and will not be fit tested. Students are not allowed into PUIs at MMC. Note 3: Leadership/preceptorship students at BMC can enter enhanced isolation rooms if they are fit tested for an appropriate mask from Employee health services (EHS). BMC only, not permitted at all BH sites. Note 4: CDH will fit test internship/preceptorship and all clinical groups student/faculty. PPE will be distributed to student/faculty by clinical sites, according to current clinical guidelines. (Exceptions will be made with permissions) Note 5: HMC fit tests and provides on a rental basis a 3M half face elastomeric respirator for all students and faculty.

SCHOOL LETTERHEAD

CURRENT DATE

FACILITY CONTACT (NAME, EMAIL & TELEPHONE NUMBER)

FACILITY ADDRESS

Dear FACILITY CONTACT,

FACULTY NAME will be returning as the clinical nursing instructor for the TYPE OF STUDENT/FACULTY doing their clinical rotation in the SEMESTER DATE. This rotation begins on DATE and ends on DATE.

FACULTY has provided the following:

- Documentation of current immunizations (MMR, Tdap, Varicella, Hep. B), negative TB testing with or without exemptions as long as the organization allows an exemption.
- Documentation of physical exam
- Flu Vaccination or medical/religious exemption form
- COVID-19 Vaccination or medical/religious exemption form as long as the organization and or school allows an exemption
- Current CPR card
- Current RN license
- CORI/SORI checked by the College
- Sanctioned Screening
- Proof of health insurance
- Documented completion of all required CCP on-line orientation and facility-specific orientation requirement.
- Reference to Drug Testing completion and negative results, if required, with or without exemptions as long as the organization allows an exemption
- Verification in MA Nurses Aid Registry
- N95 mask waiver

Students/faculty who will be coming to FACILITY NAME have met the health requirements and have updated medical records on file in the NAME OF DEPARTMENT at SCHOOL NAME, which contain the following:

- Documentation of current immunizations (MMR, Tdap, Varicella, Hep. B), negative TB testing with or without exemptions as long as the organization allows an exemption
- Documentation of physical exam
- Flu Vaccination or medical/religious exemption form
- COVID-19 Vaccination or medical/religious exemption form as long as the organization and or school allows an exemption
- Current CPR card
- Current RN license (*if applicable*)
- CORI/SORI checked by the College
- Sanctioned Screening
- Proof of health insurance
- Documented completion of all required CCP on-line orientation and facility-specific orientation requirement.
- Reference to Drug Testing completion and negative results, if required, with or without exemptions as long as the organization allows an exemption
- Verification in MA Nurses Aid Registry

- N95 mask waiver

NAME OF SCHOOL maintains a current Certificate of Insurance (COI) for both students/faculty and faculty.

First Session-DATE	Second Session-DATE
1. STUDENT/FACULTY NAME	1. STUDENT/FACULTY NAME
2. STUDENT/FACULTY NAME	2. STUDENT/FACULTY NAME

As always, thank you for allowing us to utilize your facility for this experience. If there are questions, or request for documents please call or email NAME OF NURSING PLACEMENT COORDINATOR AND CONTACT INFORMATION.

Sincerely,

SCHOOL ADMINISTRATOR – DEAN OR DIRECTOR

DIRECT CONTACT INFORMATION