

STUDENT RESPONSIBILITIES

1. The UNM Health Sciences Center as well as the College of Nursing's (CON) accrediting agencies and clinical/practice partners require students to fulfill the professional documentation requirements on the documentation checklist below.
2. All College of Nursing professional documentation requirements are due by the stated deadline and must be current and up to date **at all times** while you are a student in the program. Non-compliance may result in the interruption of clinicals, withholding of grades, or disenrollment from the program.
3. Students may be asked to furnish copies of records directly to a clinical or practice site.
4. In the event any requirements change, students will be notified and expected to respond accordingly.

INSTRUCTIONS

1. Students will manage their professional documentation electronically using the myRecordTracker® system for a one-time fee of \$50.00 for MSN students or an annual fee of \$25.00 for DNP students. Students will receive an email approximately one month before their 1st term starts with instructions on how to access the system.
2. **Deadlines to upload professional documentation:**
 - a. **MSN Programs by admission term:**
 - **Spring admits:** February 12, 2021
 - **APRN and Summer admits:** June 25, 2021
 - **Fall admits:** October 8, 2021
 - b. **DNP Program:** July 2, 2021
3. **Important Guidelines:**
 - a) The Student User Guide in myRecordTracker® provides step-by-step instructions for navigating the system. This guide will be emailed approximately one month before orientation.
 - b) Profiles must include university SALUD email addresses rather than personal ones. In the event a personal address is used to set up the account, it must be changed by the submission deadline.
 - c) myRecordTracker® provides scanning services if needed. Refer to page 9 of the User Guide for instructions. Allow at least 72 hours for a record to be uploaded.
 - d) System generated email notifications will be sent to the student notifying them of requirements that will be expiring.
4. Please direct any questions regarding professional documentation or myRecordTracker® to the Clinical Placement Team at HSC-CON-Placements@salud.unm.edu

DOCUMENTATION CHECKLIST

Below is a listing of the professional documentation required to fulfill the student's requirements. Detailed instructions for each requirement can be found in the myRecordTracker® system.

The first seven items listed below **must be dated** within the calendar year that you are beginning your program.

All of the professional documentation, except for the seasonal influenza vaccination, must be uploaded into your myRecordTracker® prior to the deadline listed in item #2 above.

- New Mexico Department of Health (NMDOH) Caregiver Criminal History Screening Clearance Letter (Completed Annually)**
- CON Admission Screening Clearance Form (completed through Certiphi; instructions will be listed in myRecordTracker®)**
- UNM Student Health and Counseling (SHAC) Immunization Record Form**
- 10-Panel Urine Drug Screen Results**
- UNM HIPAA Security and HIPAA & HITECH Training Certificates**
- Bloodborne Pathogens/OSHA Training Certificate**
- Consent to Release Personal Information Form (form provided in myRecordTracker®)**
- Basic Life Support and/or Concentration-Specific Life Support Certifications**
- Current Nursing License**
- Influenza Vaccination (Seasonal)**