

## STUDENT RESPONSIBILITIES

All pre-licensure nursing students are responsible for completing the requirements listed below. Students are also responsible for providing and maintaining current professional documentation uploaded into the myRecordTracker® system. Current records are required to attend clinical and failure to maintain these records may result in disenrollment.

**Be sure to start this process early** as some immunizations and certifications take time to complete. You may lose your spot in the program to someone else if your documentation is incomplete.

## INSTRUCTIONS

1. Students will manage their professional documentation electronically using the myRecordTracker® system for a one-time fee of \$30.00. **Students will receive an email shortly after confirmation of admission** with instructions on how to access the system.
2. **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 the 1<sup>st</sup> term starts.
  - b) Profiles must include university UNM/SALUD email addresses rather than personal ones. In the event a non-UNM email address is used to set up your account, please change the email address to your Salud email within the first week of the semester.
  - c) MyRecordTracker® provides scanning services if needed. Refer to the User Guide for Students. Allow at least 72 hours for a record to be uploaded.
  - d) The system will generate an email notification and will be sent to the student notifying them of requirements that will be expiring. Students are expected to keep documents current at all times while in the program.

## PROFESSIONAL DOCUMENTATION CHECKLIST

The following eight (8) professional documentation requirements must be completed and uploaded into the MyRecordTracker® system (see instructions above) prior to **BSN Orientation**.

- Student Health & Counseling Immunization Record Form** – Evidence of required immunizations must be submitted to the UNM Student Health & Counseling (SHAC) Immunization Clinic in the form of a signed record from a healthcare provider. A complete list of required immunizations can be found online at: <http://shac.unm.edu/services/allergy-immunization/hsc-clinical-students.html>

During your appointment, a SHAC nurse will authorize your immunization records and provide a UNM Immunization Record Form for you to provide to the CON. If necessary, the SHAC can perform titers and immunizations. To schedule an appointment, call (505) 277-3136.

- **Required Immunizations for CON Students:**
  - Measles, Mumps, and Rubella (MMR)
  - Tetanus-Diphtheria-Pertussis (TDaP)
  - Varicella (Chickenpox)

- Hepatitis B Vaccination and Serological Testing
    - *Note regarding Hep B series:* Entering students are required to have at least the first two injections of the Hepatitis B series prior to starting clinical. Students are allowed to attend clinicals while their third dose and/or titer are in a pending status.
  - Tuberculosis (TB) Screening
    - The CON requires annual TB screening.
  - Seasonal Influenza
  - COVID-19
    - *Note regarding COVID-19 vaccination:* All CON students are expected to have received the full vaccine series for COVID-19 or have received an approved UNM exemption to the vaccine as outlined on UNM's Bring Back the Pack website: <https://bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html>.
- Urine Drug Screen (10 Panel)** – The CON has negotiated special student pricing (\$28 plus tax) at Any Lab Test Now facilities. Please refer to the Documents section of myRecordTracker® for the Test Form needed to complete your drug screen with the lowered rate.
- BLS (Basic Life Support)** – Certification for HealthCare Providers (Adult, Child, & Infant) Certification to be completed through one of the following organizations: American Red Cross; American Heart Association; or American Health & Safety Institute. **Web only courses are not permissible.**
- NM Caregivers Criminal History Screening – Annual update.**  
To begin the process, email the following four items to [UNM-CON-Clinical-Affairs@salud.unm.edu](mailto:UNM-CON-Clinical-Affairs@salud.unm.edu) and a Clinical Affairs staff member will provide the next steps. Please include a note in this email that you are an **incoming BSN nursing student**. Screening to be completed annually.
1. Clear copy of your driver's license (text must be legible)
  2. Name of the state you were born in or country if outside the USA
  3. Phone number
  4. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)
- Note: If you are uncomfortable providing your SSN or ITIN over email, please request a call back from a staff member to provide this information over the phone or schedule a time to meet in person.
- Consent to Release Personally Identifiable Information Form** – Form located in the Documents section of myRecordTracker®. This form pertains to student participation in clinical experiences.
- N95 Respirator Training and Fitting**
1. Complete the *N95 Respirator Medical Evaluation Questionnaire* form found in the Documents section of myRecordTracker® and bring this with you to your SHAC appointment or upload via your SHAC Health Portal. A SHAC nurse will sign and return the Air Contaminant Evaluation form to you. Keep this form for your N95 Respirator fitting as **you will not be able to complete the fit test if you do not have the printed, signed medical form from the SHAC nurse. Digital copies are not allowed.**
  2. Respirator fit tests are to be completed at UNM's Environmental Health & Safety (EHS) Office located at 1801 Tucker St. NE, Building 233 (northeast of G-Lot). Appointments can be scheduled online at <https://ehs.unm.edu/occupational-safety/ehs-respiratory-protection-program.html>
  3. Note: According to NIOSH, the "most important aspect of a NIOSH-certified respirator's performance will be how well it fits to the face and minimizes the degree of leakage around the face piece. This must be measured for each individual and their selected respirator." Beards and other sorts of facial hair will break the seal of the respirator, which must have direct skin contact. Therefore, it is necessary to be clean shaven in order to be fitted for a protective respirator. **Facial hair must be clean shaven at least 10 hours prior to the fit test. No eating, drinking or chewing gum 30 minutes prior.**

- ❑ **OSHA/Bloodborne Pathogens – Annual update.** External OSHA certificate can be accepted. Training can be completed online at: <https://learningcentral.health.unm.edu/learning/user/login.jsp>  
To locate training module in UNM’s Learning Central, search Catalog for “Bloodborne.”
- ❑ **UNM HIPAA Trainings – Annual update.** More frequent updates may be required. Must be taken through UNM’s Learning Central. Log on to <https://learningcentral.health.unm.edu/learning/user/login.jsp> and both HIPAA trainings (HIPAA Security and HIPAA & HITECH) should be pre-loaded into your account.

*To print or access the PDF of the completion certificates for the OSHA and HIPAA trainings, go to “Learning History,” hover over the module name and then click on “Print Certificate” in the popup.*

*Note: If you are not a current UNM student, you will not be able to access Learning Central until you register for classes.*

## **ADDITIONAL REQUIREMENTS for HSC-ABQ NURSING STUDENTS**

- ❑ **VA Required Paperwork**  
All incoming Level 1 HSC-Albuquerque nursing students are required to complete paperwork to be appointed for clinical rotations at the VA Hospital. Once you have been admitted to the College of Nursing, a Clinical Affairs staff member will be in touch to provide additional instructions.

NOTE: VA paperwork is not required for HSC-Rio Rancho nursing students.

## **ADDITIONAL INFORMATION**

It is advised that students keep copies of all professional documentation for their own records. The CON will not make copies of documentation after it has been submitted. Students who lose their records will have to return to the original source to replace them or access them electronically via myRecordTracker®.

Some health facilities may impose additional professional documentation requirements. Students will be notified of any additional requirements prior to their clinical rotation.

**Early submission of the above documents is encouraged and gladly accepted!**  
**Do not hesitate to contact us if you have any questions!**

Please direct any questions to the Clinical Affairs Office:  
[UNM-CON-Clinical-Affairs@salud.unm.edu](mailto:UNM-CON-Clinical-Affairs@salud.unm.edu) or 505-272-4542  
Office located on the 3<sup>rd</sup> floor of the Nursing/Pharmacy Building in room 356