

STUDENT RESPONSIBILITIES

All pre-licensure nursing students in the Albuquerque and Rio Rancho cohorts 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 1st 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 changed 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 instructions. 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.

PROFESSIONAL DOCUMENTATION CHECKLIST

The following six (6) professional documentation requirements must be completed and uploaded into the MyRecordTracker® system (see instructions above) prior to the **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 signed 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.

Note regarding the Hepatitis B series: Entering students are required to have at least the first two injections of the Hepatitis B series prior to starting clinical.

- 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 HSC-CON-Placements@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 from a staff member to provide this information over the phone or to schedule a time to meet in person.
- ❑ **Consent to Release Personally Identifiable Information Form** – Form found in the Documents section of myRecordTracker®. This form pertains to 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. 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 do the fit test if you do not have the signed medical form from the SHAC nurse. An printed copy of this form is required for your fit testing.**
 2. Respirator fit tests are to be completed at UNM’s Environmental Health & Safety (EHS) Department located at 1801 Tucker St. NE, Building 233 (north end of G-Lot). Appointments can be made online through the EHS website: <https://ehs.unm.edu/occupational-safety/respiratory-protection.html>

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.**

The additional two (2) professional documentation requirements listed below must be completed by the first week of the semester and uploaded into the myRecordTracker® system.

- ❑ **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 NURSING STUDENTS

VA Required Paperwork:

All incoming Level 1 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 the forms and additional instructions.

NOTE: VA paperwork is not required for 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 are encouraged and gladly accepted!

Please direct any questions to the Clinical Affairs Office:
HSC-CON-Placements@salud.unm.edu or 505-272-4542
Office located on the 3rd floor of the Nursing/Pharmacy Building in room 356