

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 CON 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 are expected to respond accordingly.

INSTRUCTIONS

1. Students will manage their professional documentation electronically using myRecordTracker® for a one-time fee of \$50.00. Students will receive an email approximately one month before their first term begins with instructions on how to access the system.
1. **Deadlines to upload professional documentation:**
 - a. **MSN and PMC Programs:** June 23, 2023
 - b. **DNP Programs:** October 6, 2023
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 orientation.
 - b) Profiles must include university HSC/Salud email addresses. 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 throughout their time in the program.
3. Please direct any questions regarding professional documentation or myRecordTracker® to the College of Nursing's Office of Clinical Affairs at **UNM-CON-Clinical-Affairs@salud.unm.edu**

DOCUMENTATION CHECKLIST

Below is a listing of the required professional documentation for the program. 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)
- UNM Student Health and Counseling (SHAC) Immunization Record Form listing the dates and results of the following immunizations:**
 - 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 pending.
 - Tuberculosis (TB) Screening (Completely Annually)
 - Seasonal Influenza (October – May)
 - COVID-19 Vaccine Series
 - *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>
- 10-Panel Urine Drug Screen Results**
- UNM HIPAA Security and HIPAA & HITECH Training Certificates** (Completed Annually)
- Bloodborne Pathogens/OSHA Training Certificate**
- Consent to Release Personal Information Form** (form provided in myRecordTracker)
- N-95 Respirator Fit Test** (Completed Annually)
- Basic Life Support and/or Concentration-Specific Life Support Certifications**
- Current Nursing License**