

Policy for Medical Clearance and Urine Drug Test from CastleBranch:

Medical Clearance documents to be submitted to CastleBranch include:

- a. Initial History & Physical Exam with all supporting documentations. Subsequently a year later, students will need to submit an Annual History & Physical Exam. No student will be allowed in the clinical area without the medical clearance proof from CastleBranch.
- b. Current Cardiopulmonary Resuscitation Certification for Health Care Providers (BCLS).
- c. Proof of Influenza Vaccination.
- d. Proof of HIPAA Compliance.
- e. Comprehensive Health Insurance (optional).

Note: Students are required to keep their own personal copies of submitted documents, and may be required to submit copies to the department.

Policy on Urine Drug Screening/Testing by Affiliating Clinical Agencies:

For all affiliating clinical agencies that require nursing students to pass a urine drug screening test as a pre-requisite for clinical placement, all nursing students will have drug screening done by a designated provider appointed by the Nursing Department (i.e. CastleBranch Company). Students **MUST** submit a letter of clearance from the company to their didactic professor by the **FIRST DAY OF CLASS**. If a student's test is found positive, the nursing department will require the student to submit another urine drug test. If the second urine drug screen test is negative, the student will be released from further action. However, if the second urine drug screen test is positive, then the student will be dismissed from the nursing program. Pertinent documentation regarding positive urine drug screening results and dismissal from the program will be entered into the student's file.

If the student is taking a prescribed drug that would be detected and result in a positive urine drug test, the student must obtain a written statement from a qualified physician/health care provider. The document **MUST** state that the drug level is within prescribed therapeutic limits and that the drug level does not indicate abuse. The physician/health care provider must also state that the drug will not interfere with safe practice in the clinical area. Letters from the physician/health care provider will become part of the student's file.

Note: If a student suspects that the urine toxicology tests may be positive for certain substances due to taking prescribed medication, the student should take the prescription bottle to the lab on the day of the urine drug screen to let the lab know this before testing. If the student has been provided samples by their physician/health care provider, follow the above guidelines for written documentation.

Notice to Students on Criminal Background Checks:

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing.

The Department of Nursing at Borough of Manhattan Community College now requires criminal background check for all nursing students prior to clinical placement. The Department's educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and many of these sites frequently require a student to pass a criminal background check before the student can be placed for clinical training. If, based upon the results of a criminal background check, the department determines that a student's participation in its clinical training program would not be in the best interest of the program, the nursing program may deny that student admission to the clinical training. (See Exhibit E)

Please note that if the results of a criminal background check determines that you may not take part in the clinical training program, you will not be able to complete your course requirements. Therefore the student will not be able to continue in the nursing program. It is the student's responsibility to clear the case with the courts in order to be re-admitted back into the program. It is important for you to consider this before you enroll in the nursing program. Borough of Manhattan Community College has no obligation to refund your tuition or fees or to otherwise accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.