ABSN/RN-BSN/PhD
Student Compliance Instruction Guide
MUSC College of Nursing

Table of Contents

WHY IS PROGRAM COMPLIANCE REQUIRED?

MUSC College of Nursing (CON) Although some compliance requirements are program-specific, many are required for all CON students. Maintaining compliance throughout the duration of enrollment in the College of Nursing and at MUSC is mandatory. To maintain compliance, all CON students must provide required compliance documentation as required. It is each student's responsibility to arrange for and provide proof of compliance requirements upon request. Student compliance is monitored daily by the CON Compliance Officer.

WHO'S RESPONSIBLE?

As an essential part of professional accountability and responsibility for patient safety, students are required to be in full adherence to the MUSC, College of Nursing (CON) compliance requirements while enrolled in their program of study. Students must understand that, as a courtesy, they may receive a reminder to update compliance requirements. However, the responsibility of maintaining compliance solely falls on each student. Students may check their compliance status in LifeNet and *Typhon* at any time.

Typhon is the repository for CON-required compliance documents and LifeNet is the repository for immunization documentation.

FAILURE TO MAINTAIN COMPLIANCE

As specified in the CON Student Handbook, if it is determined that a student is noncompliant, the student may incur any or all the following penalties:

1. The student will not be permitted to attend clinical practice.
2. The student risks being fined $250 for every day a clinical is missed and must be made up.
3. The student will receive a written "professional advisement" for lack of professionalism.
4. The student will not be allowed to register for additional classes until their account has been cleared.
5. The student may be administratively withdrawn from classes.

Should a student be penalized for noncompliance, the student's academic program Assistant Dean, as well as the Director of Student Services, will be notified.

Once a student can show full compliance with requirements, they will be able to return to the clinical setting. Students will continue to be held accountable for any class and/or clinical instruction and assignments that are missed because of attendance restrictions for non-compliance, as well as any monetary costs incurred.

It is the responsibility of the student to arrange for any missed class or clinical time at the convenience of the course faculty and/or clinical preceptor.

Any questions or concerns about this policy should be directed to your program coordinator or Director of Student Services. Directions on how to upload required forms are found on the Student Intranet or by using the links below. In addition to any MUSC compliance requirements, students completing clinical coursework, quality improvement, and/or research projects in any type of healthcare facility or public/private organization, are also required to complete the compliance requirements for that organization.

GENERAL COMPLIANCE REQUIREMENTS BY PROGRAM

Student Statement of Affirmation and Understanding Agreement (All Programs)
All new CON Students *must* sign the Student Statement of Affirmation and Understanding Agreement prior to enrolling in courses. The purpose of this form is to affirm that the student has read, understands, and agrees to adhere to the policies/procedures/protocols/contents/expectations contained in the MUSC Bulletin and the CON Handbook. Once the form is signed, it should be uploaded into the online compliance management system. If the Handbook Form is not completed, the student will be subject to the penalties associated with noncompliance. **Once you have read, initialed, and signed the form, it must be uploaded into *Typhon.*

General Mandatories Certificate and Other Training (All Programs)
All students are required to complete the Student General Mandatories training modules in OurDay. CON students *must* complete required OurDay modules upon acceptance into the program and each year thereafter while enrolled. Students will be notified, via email, when OurDay modules are ready to be completed. Annual OurDay modules are usually released in January or February and must be completed by June 30th of each year. If the modules are not completed by June 30, students will be subject to penalties associated with noncompliance. Students may be required to complete additional training at the request of CON Faculty and/or the MUSC (Hospital).

Other Required OurDay Training:
Epic-Inpatient-Nursing Student Document *(ABSN ONLY)*
POCT Nova StatStrip Wireless Glucose Meter Training for Nursing Students *(ABSN ONLY)*

Basic Life Support (BLS) Certification (ABSN and RN-BSN Only)
ABSN and RN-BSN students must have a current BLS for "Healthcare Provider" Certification while enrolled at the CON. To ensure an appropriate level of safe care and professional responsibility to clinical sites, all CON students must be BLS certified through the American Heart Association (AHA).

American Heart Association (AHA). Courses can be scheduled through the students' local AHA. The AHA does provide an alternate method to classroom BLS. The student registers for BLS Part 1. Once the course is completed, the participant must schedule a skills check-off with an authorized AHA BLS Instructor.

New students should provide documentation of their certification before enrollment. Continuing students should provide documentation at the time of recertification. Students will receive an electronic notification at least 30 days before their CPR expiration date that recertification is due. **Your BLS certification must be uploaded into Typhon. S*tudents who do not upload their current BLS certification will be subject to the penalties associated with noncompliance.

Documentation of Nursing License (RN-BSN Only)
All RN-BSN students must have a current active RN license uploaded into the online compliance management system (Typhon). Any student performing a clinical in South Carolina is **required** to provide evidence of an active South Carolina licensure to the MUSC Office of Student Services unless they are in an eligible compact state. Students should check with their respective Boards of Nursing and review information from the National Council of State Boards of Nursing. **A copy of your nursing license must be uploaded into Typhon*

If, at any time, the board of nursing issues a disciplinary sanction, current licensure restriction (including but not limited to suspension, revocation, probation, practice restrictions, or other actions), or pending board action against the student, the student must notify the Director of Student Services immediately.

SC *care*Learning (Passport) *Instructions*: (ABSN Only)
SC Passport is a statewide resource that allows students to complete their clinicals in a variety of healthcare facilities within the state of SC. CON Passport modules must be completed upon enrollment, which will allow a student to remain compliant for the duration of the program. Students are required to pay a $10 fee to create their individual SC *care*Learning (Passport) Account and complete the modules. Students must select MUSC CON as the school and create a Username and Password.

Additionally, students must complete the required modules listed for Roper St. Francis Hospital and East Cooper Medical Center The modules must be added separately and are **required** regardless of whether a student will be completing a clinical at the site. If the SC Passport modules are not completed, students will be subject to penalties associated with noncompliance.

Student Health Services/Policies (ABSN and RN-BSN Only)
Students are expected to abide by established immunization and health services policies set forth by the University and the Medical University of South Carolina Hospital and its affiliates. If immunization requirements are not up to date, students will be subject to the penalties associated with noncompliance.

Immunization Requirements: (ABSN and RN-BSN Only)
All students entering the Medical University of South Carolina and the College of Nursing must provide proof of immunization. Updated immunization information/documentation is a part of your ongoing compliance while enrolled at MUSC and the College of Nursing.

Student Health will review and verify your immunization documentation and notify you, via LifeNet, if additional documentation

and/or information is needed/required.

If you need special accommodations for immunizations or wish to complete a declination, please contact student health.

The immunizations listed below are required for matriculation into the MUSC and the CON. Immunization documentation must include the date, month, and year the vaccine was received and must be signed by a healthcare provider (parental signatures are not accepted). If a student has titers that prove immunity the student must provide a hard copy of the lab results.

CON Required Immunizations
- TB Skin Test (PPD)
- MMR (Measles, Mumps, Rubella)
- Tdap (Tetanus, Diphtheria, Pertussis)
- Varicella
- Hepatitis B
- Influenza
- COVID-19 – *Presently, the MUSC does not require the covid vaccine. If you have received the vaccine, please upload your documentation to LifeNet. If you've chosen to not receive the vaccine, a declination is required. Additionally, some clinical sites have required students to be vaccinated for COVID-19, therefore, a declination may also be required for a particular clinical site.*

Drug Screen Testing *(Instructions)* **(All Programs)**
All students who've been accepted into and/or are enrolled in a MUSC, CON program must successfully pass a 12-panel urine drug screen as a condition of admission/participation. Students enrolled in the College of Nursing are prohibited from being impaired and/or under the influence of alcohol or any drug/medication that may alter behaviors or capabilities while engaged in any portion of the educational experience, both clinical and non-clinical. An approved vendor will be employed by the college to conduct the drug testing. Students are responsible for the cost of pre-admission drug testing. Only drug testing conducted through the College of Nursing-approved agency will be accepted.

Following the initial drug test, students may be subject to random drug testing at any time, and/or testing for exhibiting behaviors that prompt reasonable suspicion. Students who display behaviors that pose reasonable suspicion will immediately be removed from the education experience and required to submit to immediate drug testing, with the cost of the drug screen borne by the student. Failure to submit to a random drug screen or a drug test based on reasonable suspicion will result in an automatic positive test.

Students will also adhere to the MUSC Drug and Alcohol Policy.

Criminal Background Check (All Programs w/no action required from the student)
Upon acceptance into the program, the *College of Nursing will initiate a multi-state criminal background check (CBC) for the student*. The CBC will be completed on the student's behalf through the College of Nursing and no action is required from the student for this compliance item. The school will inform any student with an unacceptable CBC of their status and options. Although violations on a CBC may not prohibit program acceptance/progression, they may not be acceptable for certification/licensure within the discipline.

Students will also adhere to the MUSC Criminal Background Check Policy. *Also, see* Student Arrest/Charged Policy

Diversity Training (All Programs)
Students will also be required to complete 4 hours of Diversity, Equity, and Inclusion training. This can be done through OurDay modules, attending D.O.T.S. sessions, or other on-campus activities. The four DEI hours are due every year on June 30 (does not apply to incoming students). For more information on diversity training opportunities, visit: MUSC Student Engagement (Student Diversity)

CON HEALTH & SAFETY POLICIES
Students are expected to abide by established health policies of the CON and Medical University regarding potential allergies, exposures, and/or injuries that may occur during campus and/or clinical experiences. For any injury or illness that occurs while enrolled in the CON, students must provide medical clearance from their healthcare provider to return to coursework and/or the clinical/simulation setting. A doctor's note or medical disclaimer/fit for duty acknowledgment will be required.

Related CON Health & Safety Reports/Forms
Medical Disclaimer/Fit for Duty Acknowledgement

COMPLIANCE WITH PROGRAM CHANGES, DEFERMENT, AND LOA

Any student who changes programs or is not actively enrolled in a program for at least 12 months will be required to repeat the completion of compliance requirements.

Students are required to complete compliance requirements separately, for each program. For example, when a student graduates from one CON program, and transitions into another CON program, the student must complete the compliance requirements for the program for which they've been accepted and/or enrolled.

SEVERE WEATHER AND EMERGENCY PREPAREDNESS

The University provides hurricane evacuation services to local students who do not readily have access to transportation in the event a mandatory evacuation is issued for Charleston County. Students in need of evacuation assistance should familiarize themselves with the Hurricane Preparedness Guide and complete the Hurricane Evacuation Registration Form below so University officials will be aware and prepared to help if an emergency were to arise.

In the event the University is closed, all academic-related activities, even for students at a distance, will also cease until the college reopens.

References
CON Student Handbook
MUSC Student Drug and Alcohol Policy
MUSC Criminal Background Check Policy
Student Arrest and Charged Policy
National Council of the State Board of Nursing
Student Health Services
Professionalism and Standards of Conduct for Students

College of Nursing (CON) Handbook & MUSC Bulletin
Student Statement of Affirmation and Understanding Agreement

Nursing Program: ☐ **ABSN**   ☐ **RN-BSN**   ☐ **DNP**   ☐ **Ph.D.**   ☐ **CERTIFICATE**

MUSC Honor Code Affirmation
The Honor Code is the foundation and bulwark of academic integrity at the Medical University of South Carolina (MUSC). A full, printable copy of the MUSC Honor Code can be found using the following link: MUSC Honor Code. Additional Honor Code resources are available in The Bulletin of the Medical University of South Carolina.

I affirm that I have read and fully understand the MUSC Honor Code, and Student Policy and pledge to uphold the principles and guidelines set forth therein; I acknowledge that I am bound by the MUSC Honor Code, and Student Policy and commit to conducting myself according to policy standards; and I agree that a lack of understanding and/or claim of ignorance of the MUSC Honor Code, Student Policy is not an aggravating or mitigating factor for resolving reported violations of the Honor Code or determining sanctions.

Initials_____

Maintain Program Compliance
As an essential part of professional accountability and responsibility for patient safety, I understand that I am required to be in full adherence to the Medical University of South Carolina (MUSC) MUSC, and the MUSC, College of Nursing (CON) compliance requirements while enrolled with the MUSC, CON. I understand that as a courtesy, I *may* receive a reminder to update my compliance, but I am still solely responsible for maintaining my compliance while enrolled. I understand that failure to maintain my compliance may result in a monetary fine and/or a professional warning.

Initials_____

Clinical & Didactic Peer Learning & Performance Confidentiality Statement
I understand that some discussions outside of clinical and classroom training sessions may greatly diminish the effectiveness of individual learning and subject individuals to unwarranted criticism. I agree to maintain the strictest confidentiality regarding all comments, feedback, and observations of an individual's performance. I fully understand that any breach of this agreement will be a violation of professional boundaries and reported to the program's Dean or other appropriate authority and could result in disciplinary action against me.

Initials_____

Intellectual Property Agreement
I affirm that CON syllabi and related course materials are considered the intellectual property of the designated faculty author, presenters, and MUSC, and are intended for the use of students registered and enrolled in the curriculum/program of the CON of the MUSC and the affiliated faculty. I may not audio record, video record, or screenshot lectures or classes without permission from the faculty leading the course (and guest speakers, when applicable). If permission is granted, I may keep my recordings for personal use only. I will refrain from publicly posting any course content, training, or recording on the Internet, social media, or otherwise distribute the content, and I will not allow anyone else to do so by providing them with my information. Should I need a lecture recorded for a disability-related reason, I will contact Student Services for assistance. I fully understand that any breach of this agreement may be considered a copyright violation and a violation of professionalism. The incident will be reported to my program's Dean or other appropriate authority and could result in disciplinary action against me.

Initials_____

Confidentiality Policy Agreement
I affirm that all discussions involving a client/patient and their care will be conducted discreetly, confidentially, and respectfully; and client/patient identity will not be revealed in written materials, through social media, or through verbal presentations. This is in accord with the Health Insurance Portability and Accountability Act (HIPAA) which sets standards for the protection and privacy of an individual's health information. A breach of confidentiality with respect to information about clients/patients is a violation of HIPAA and the MUSC Honor Code (Privacy Policy of Individually Identifiable Health Information). I understand that any violation of the Confidentiality Policy agreement may result in sanctions including but not limited to a professional warning and/or dismissal from the program. A HIPPA violation may be considered a criminal offense.

Initials_____

Authorization for the Release of Photography and Video
I authorize MUSC CON to photograph and/or record (video or audio) my training experience. I understand that any photograph and/or recording resulting from this training session will be solely for educational purposes unless I give explicit authorization for other uses. Also, I understand that any photographs or videos become the property of MUSC CON, and I will not receive any payment or remuneration for said material. MUSC retains all rights of ownership regarding photos and videos.

Initials_____

Social Media Statement
I understand that if I want to communicate with fellow students in their cohort or program about MUSC CON and MUSC-related activities, the MUSC social media policy endorses the use of Yammer. Per MUSC, the use of other social media platforms, such as Facebook, for closed group discussions of MUSC and other academic-related discussions is not allowed due to security concerns.

Initials_____

Technical Specifications Statement
I affirm that as a student at the MUSC CON, I am required to have a laptop computer that meets the specifications set out by the MUSC CON IT department. I have reviewed the specifications for my laptop or acquired a laptop that meets these specifications. Further, I have access to a scanner so that I can email documents to CON Staff and Faculty as needed.

Initials_____

Severe Weather Statement *(Charleston County Residents Only)*
I understand the university may provide hurricane evacuation services to me if I don't readily have access to transportation in the event a mandatory evacuation is issued for Charleston County. I understand that I can opt-in to this service by completing the Hurricane Evacuation Registration Form. I have read the Hurricane Preparedness Guide and I understand that should I need transportation, I will complete the Hurricane Evacuation Registration Form so I'm prepared if an emergency were to arise.

Initials_____

Random Drug Screens
Following the initial drug test, I understand that students may be subject to random drug testing at any time, and/or immediate drug testing for exhibiting behaviors that prompt reasonable suspicion. Students who display behaviors that pose reasonable suspicion will immediately be removed from the education experience and required to submit to immediate drug testing, at the financial expense of the student. Failure to submit to a random drug screen or a drug test based on reasonable suspicion will result in an automatic positive test.

Initials_____

Student Statement of Affirmation and Understanding Agreement
By initialing each section, and signing below, I affirm that have read, understand, and agree to adhere to the policies/procedures/protocols/contents/expectations contained in the MUSC Bulletin and the College of Nursing (CON) Handbook. I understand I'm responsible and accountable for the policies, procedures, protocols, contents, and expectations contained/outlined in the MUSC Bulletin and the CON Handbook, and a claim of ignorance of any rules, regulations, standards, or other information documented in MUSC Bulletin, the CON Student Handbook, or other applicable University policy/procedure resources will not be accepted as an excuse for violating policy/procedure or being exempt from disciplinary actions. I understand the MUSC and/or CON reserve the right to amend or supplement policies/procedures/protocols/contents/expectations at any time, and I will be held accountable for changes from the date the changes become effective. I understand I'll be notified of any changes via my MUSC email account. I understand this document will be held in my student record and will remain valid for the duration of my participation in the MUSC, CON Program, and I will contact CON Student Services for questions and assistance.

Print Name: _____

Signature: _____**Date:** _____

Nursing Program
Drug Screening Instructions

Before Starting:

- A valid email is REQUIRED
  (if you do not have an email account you can establish a free account at Google, Yahoo, etc.)

- Have your credit card (Visa/MasterCard/American Express/Discover) information ready to process payment. Your credit card will be charged **$47.00** for the service.

Getting Started:

1. Log onto the website at **www.VerifyStudents.com**

2. Click on the "Students Start Here" Button.

3. When prompted, enter the following promotional code: **MUSCNURDT**

   If you have used the VerifyStudents.com service previously, you can log-in to your existing account by clicking on the Login/Report Retrieval button located on the homepage. You will then be prompted to provide your User ID and password. If you do not remember your log-in information, click on the "Forgot Login" button.

4. Complete profile & e-sign forms as they appear.

5. Provide the **$47.00** payment when prompted.

6. *After you have successfully submitted your payment, you will be taken to the drug screening self-scheduling tool.*
   *** You will receive an order to complete your drug screen based on the date you've scheduled. The order will automatically expire within days from your scheduled screening, so make sure you can complete the drug screen before the listed expiration date, otherwise, you will have to pay a second time.*

7. Follow the on-screen instructions to register for your drug test and be sure to click on the "Finish" button when complete.

8. You will receive a receipt/confirmation for your order via email as well.

9. **After completing the online process:**
   - You will receive an order via the email address you provided (be sure to check your email daily).
   - Per the order, go to the collection site listed on your electronic chain of custody form.
   - Be sure to take the chain of custody form and government photo ID with you.
   **Remember: The order will expire within days from the time you scheduled it, so make sure you can complete the drug screen before the listed expiration date.*

*care*Learning/Passport (ABSN ONLY)

From the Welcome Page, you can add hospital-specific courses, by clicking the "Add Courses" button below.
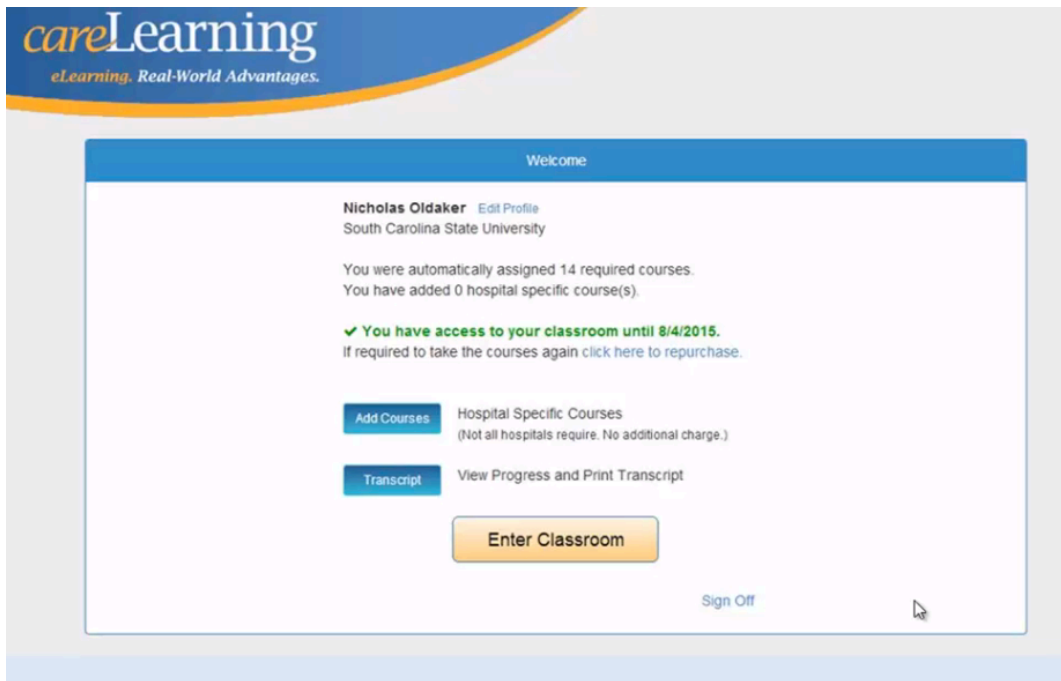
After clicking it, you will be able to select the correct course from the screen below.
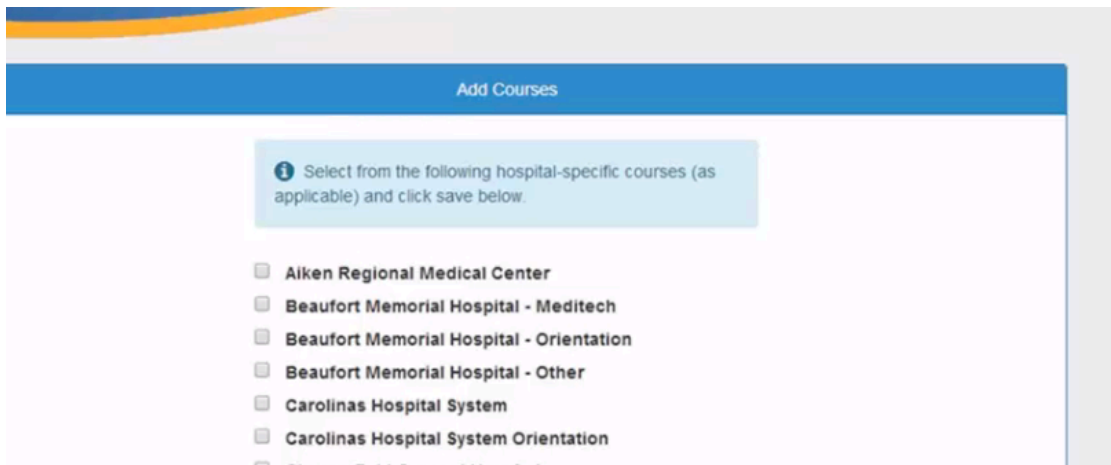
Click Save and then you can go back to your welcome screen to complete by hitting "Enter Classroom"

https://horseshoe.musc.edu/everyone/ourday

ourdayquestions@musc.edu

How to Login to your OurDay Extended Enterprise Account

Quick Reference Guide

Overview

You will receive 2 separate emails from WorkDay to login to your OurDay **Extended Enterprise** account.

1. The first email will have your username
2. The second email will have your temporary password
3. Click the Non-NetID Login

workday.

Non-NetID Login
If you do not have a MUSC issued NetID, please use this link to log in with your username and password

NetID Login
If you have a MUSC issued NetID, please use this link to log into OurDay.

1