

APPENDIX D

On-Boarding & Compliance Requirements

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The following documents must be on file with the School of Nursing prior to beginning your Practicum, Residency, or Advanced Practice Clinical experience (this process should begin at least 60 days in advance of the start-date). Compliance requirements must be uploaded to the compliance tracker Viewpoint Screening ([Edgewood University - Student Screening - Viewpoint Screening](#)). Viewpoint costs \$68 for the caregiver background check and health portal.

A list of acceptable uploads, expirations, and relevant forms can be found in Viewpoint: [Immunization Manager - Viewpoint Screening](#)

All documents must be completed before beginning clinical experiences or data collection activities.

Compliance Requirements

1. Copy of RN license (For MSN/DNP students)
2. Completed criminal background check ([Offenses Affecting Caregiver Eligibility for Chapter 50 Programs, P-00274](#))
3. Documentation of current 2-step TB skin test or QuantiFERON Gold blood test (within one year). Continuing students may renew their 2-step skin test with a 1-step test. All new tests must include the [DHS Symptom Screening Form](#).
4. Documentation of current American Heart Association BLS CPR
5. Immunization Documentation for MMR, HepB, Influenza (Due October 1st), Varicella, Tdap(current tetanus), and Covid-19.

Preceptor Requirements

6. Preceptor Resume (sent to placement coordinator for approval)
7. Signed Memorandum of Understanding (Appendix C)
8. All requests for clinical placement should be entered into Qualtrics (submit once for each site/preceptor): https://edgewood.co1.qualtrics.com/jfe/form/SV_cuXAvf6AAjnm1j8

For Edgewood On-Boarding:

The School of Nursing needs to be compliant with all our clinical agencies regarding documents noted above and any additional required forms. Note that student requirements are governed by our affiliation agreements and not necessarily the same as employee health requirements. Many local sites including UW, Meriter, Aurora, Prohealth, and more require a MyClinicalExchange account which costs \$20/6 months. Other sites may have other requirements or ask that requirements such TB tests or background checks to be renewed earlier than the typical expiration. Sites such as SSM, Froedtert, and UW Rehab require a 10-panel drug screen ordered through Viewpoint for \$45. When you submit the Qualtrics placement request, the clinical coordinator will follow up with you regarding any placement requirements unique to that site.

Site Contracts: If you are having your precepted experience at a site other than UW, UW Medical Foundation, AFCH, Meriter-Unity Point, VA, St. Mary's or Monroe Clinic, please verify with Edgewood's clinical coordinator as soon as possible to confirm we have a valid affiliation agreement. We're partnered with most major health systems in WI and constantly adding new clinical sites, but some major health systems can take months to approve new affiliation agreements. Please plan accordingly.