FAQ For Clinical Clearances

1)I've had clearances done in the past. Can I use them?

Answer: It depends on two things. 1) If they are the exact same ones that the Nursing Department requires AND 2) if they are less than a year old then yes. All clearances need to be renewed each year with the exception of the dental and eye exam which are a onetime requirement.

2) Do the clearances have to be renewed ever?
Answer: Yes- everything needs to be renewed annually with the exception of the a) dental exam b) eye exam and c) the two step PPD BUT please note you need a one step PPD annually after your two step is completed. Your CPR is typically good for two years and needs to be renewed accordingly.

3) When do clearances have to be renewed by?
Answer: You need to submit for your clearances and have the results submitted to the Google Drive by the date that your current clearances expire. For example if you have a child abuse background check dated for 11/15/15, you need to have submitted for one and have the results back and uploaded by 11/15/16. Please plan accordingly and do not wait until the last minute.

4) What happens if my clearances expire?

Answer: You will miss clinical. The clearances are part of the contract we have with clinical facilities. If you do not have them we cannot let you go on clinical. Please do not ask because the answer will always be no.

5) I had to get some of these clearances done for my job. Can I use them?
Answer: Yes but only if 1) they are the exact same ones that the Nursing Department requires 2) if they are less than a year old and 3) you can obtain copies of them. (Please note obtaining copies from your employer is YOUR responsibility, not that of the Nursing Department or nursing faculty.)

6) How do I know what titers I need?

Answer: See the physical exam form located online. If you are unsure of what titers/vaccines you already have please consult your physician. Linda McDade in Student

Health Services can also help, but she cannot help if you don't have documentation from your physician of what you do have.

7) Where do I submit my clearances?

Your health history, immunization a, PPD, vision exam, and dental exam all get submitted to Student Health Services. (It is your responsibility to submit these items to Student Health Services. Please do not upload them to the drive; it is not the Nursing Department's responsibility to submit the forms to Student Health Services). Everything else gets submitted via your folder on the Google Drive.

8) How do I submit things to the Google Drive?

Directions for submitting clinical clearances:

You will receive an email from Nursing@marywood.edu with the link to a folder.

Click on the email and it will take you to the Google Drive where I have set up a folder, just for you that only you and I can see. Click on the link in the email. On the upper right top of the page click "Add to Drive" then "Open in Drive." Save the documents to your computer and then drag and drop your files here to the folder. Please note: save them to your computer as a document or a PDF and do so using the following naming system:

Last Name, First Name, Name of Clearance, Date on Clearance

For example:

Tulaney, Theresa, FBI Check, 1-17-14

*When you are dropping files, you must make sure you are actually IN the folder you want to put stuff in otherwise I can't see it. When you upload a new clearance please delete the old one. For example, if I uploaded a new malpractice policy I would delete the old one.

9) I'm concerned about uploading my documents. Can't I just drop paper copies off?

Answer: No. Only you and I can view the contents of these folders so they are secure and confidential. Please do not drop off clearances anymore to the admin assistant's office, they are all to be submitted electronically. Your urine drug screens and health information forms will be uploaded for you as we receive them. From this point on you can access your folder on a desktop computer by clicking on the square next to your email address in the right upper hand corner. Then click on "Drive"

10) I am unsure of how to upload my documents because I don't have a scanner. Is there any other way I can do this?

Answer: Yes. There are several ways that a student might be able to manage scanning their documents into PDF or similar files. There is an app for cell phones called Scanner Pro. It uses the phone's camera to take a picture of the document then enhances it as a text document. Many personal printers also include scanners. There are scanners in the computer labs that students can use to scan documents if they don't have their own scanners.