

Saint Francis Medical Center College of Nursing  
511 N. E. Greenleaf Street, Peoria, IL 61603



Dear Incoming Student,

Welcome to Saint Francis Medical Center College of Nursing! Congratulations on beginning the first steps to becoming a professional nurse or to advance your nursing career. Best of luck to you on this journey!

**It is important that you read through this entire packet very carefully.** Details of the required health records are in the pages to follow. **There is a lot of information, and it is imperative that you pay attention to the details and follow the instructions.**

Several of the requirements may take an extended period of time to finish, so please begin working on health record submission as soon as possible.

**Please Note:** Any required titers (blood tests) should be drawn ASAP. Titers will show if additional immunizations are needed. \*\*\*More details are in the following pages of this packet\*\*\*

Per College policy, **all students who do not have their health records in by the deadline will not be allowed to attend class or participate in clinical / practicum. Students who plan to stay in the dorm will not be allowed to move in if health records have not been completed.** In accordance with regulations of the Illinois Department of Public Health, OSF Saint Francis Medical Center, and student clinical sites, all students are required to present proof of immunity against vaccine preventable diseases. Completing the requirements protects your own health, your classmates, your patients, and all other persons around you.

Proof of current CPR certification, health records, required forms, and any other required documentation must be submitted to: <https://www.viewpointscreening.com/>. Please see the following pages for information regarding the creation of a Viewpoint account, the associated costs, and other important information regarding the submission of documentation. All required documents must be in Viewpoint under the appropriate requirement to make that requirement "complete". **It is your responsibility to double-check your account and ensure that everything has been completed and accepted.**

If you have any questions or concerns, please feel free to email Nicole Roahrig, Administrative Assistant, at [Nicole.M.Roahrig@osfhealthcare.org](mailto:Nicole.M.Roahrig@osfhealthcare.org) or by calling (309) 624-4525.

*Please identify yourself when calling.*

Thank you and welcome to Saint Francis Medical Center College of Nursing!

## STUDENT INSTRUCTIONS FOR SAINT FRANCIS COLLEGE OF NURSING

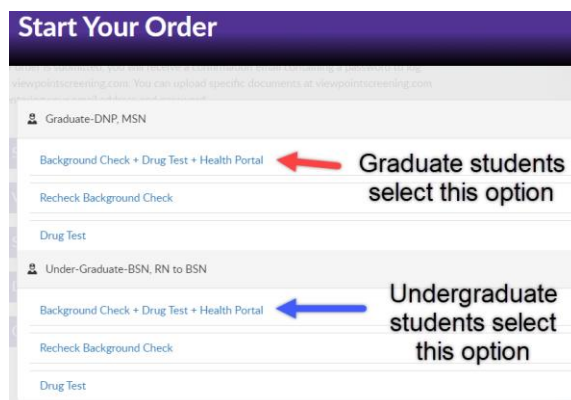
### About Viewpoint

Viewpoint is a secure platform that allows you to order your background check, drug screen, and health records / immunization tracker online. Once you have placed your order, you may use your login to access additional features of Viewpoint, including document storage, portfolio builders, and reference tools. Viewpoint also allows you to upload any additional documents required by the College.

It is your responsibility to double-check your account to ensure that the documentation submitted was accepted. If a document is rejected, Viewpoint will tell you why. Please read that information and try to resolve the issue. If you still have questions, please contact Nicole Roahrig, Administrative Assistant, at [Nicole.M.Roahrig@osfhealthcare.org](mailto:Nicole.M.Roahrig@osfhealthcare.org) or by calling (309) 624-4525.

### Place Your Order

Go to: <https://www.viewpointscreening.com/osfhealthcare> and select: Background Check + Drug Test + Health Portal (required):



### Required Personal Information

In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and email address. ***Please keep your email address updated in Viewpoint.*** Important information and reminders (e.g., for CPR renewal, immunization due dates, etc.) will be sent to the email address you provide. Do not ignore messages from Viewpoint as no other reminders will be sent to you.

### Payment Information

At the end of the online order process, you will be prompted to enter your Visa or MasterCard information.

# VIEWPOINT VP SCREENING



SAINT FRANCIS  
MEDICAL CENTER  
COLLEGE OF NURSING



How to Order Your:

- Background Check
- Drug Test
- Health Portal

1

STEP 1: GO TO the School's Landing Page on Viewpoint Screening's Website:

<https://www.viewpointscreening.com/osfhealthcare>

2

Click on  
'Start Your  
Order'

3

Choose your  
PROGRAM.

Then Click on the link to  
choose Background  
Check + Drug Test +  
Health Portal.

Start Your Order

Graduate-DNP, MSN

Background Check + Drug Test + Health Portal

Recheck Background Check

Drug Test

Under-Graduate-BSN, RN to BSN

Background Check + Drug Test + Health Portal

Recheck Background Check

Drug Test

Cancel

4

Review Package

Once you click on the link, you will be taken to a package summary screen. Once you review your package and the terms of use policy, click the button to acknowledge and hit NEXT.

SAINT FRANCIS MEDICAL CENTER COLLEGE OF NURSING

Saint Francis Medical Center College of Nursing has partnered with Viewpoint Screening to provide your background check, drug test and immunization management. Failure to submit an order will delay the entrance into an experiential rotation and/or school setting.

Click "Start Your Order" below and you will be directed through the application process. Once your order is submitted, you will receive a confirmation email containing a password to log into [viewpointscreening.com](https://www.viewpointscreening.com). You can upload specific documents at [viewpointscreening.com](https://www.viewpointscreening.com) by entering your email address and password.

Start Your Order →

View Your Results →

Student FAQs →

Disclaimer →

Contact →

VIEWPOINT VP SCREENING

Required Package

Saint Francis Medical Center College of Nursing require the following services to be performed by Viewpoint Screening:

Background Check:	Illinois Statewide Criminal Records County Criminal Records (7 year history; all jurisdictions) Nationwide Crime Database Nationwide Sexual Offender Registry Healthcare Fraud & Abuse Address History / SSN Validation
Drug Test:	Lab based 10 panel urinalysis.  You will receive an email from Viewpoint Screening after 1 business day once you finish placing your online order regarding your drug test. This email will contain the instructions to have your drug test performed.
Health Portal:	This package includes document storage. At the end of the order process, you will have the option to upload specific documents required by your school for immunization, licensure or certification records.

Price: \$110.00

Terms of Use and Refund Policy

Please review the Terms and Conditions of Use carefully below.  
Last Updated: 9/17/2019

These Terms and Conditions of Use (Terms of Use) govern internet information relating both now and Viewpoint Screening's past, activities and services, and your use and access to the website, services, software, stations and facilities. The Terms of Use also contain authorizations and consent to the collection, use, storage and disclosure for Viewpoint Screening of your information including without limitation personally identifiable information (PII), background check reports and results, drug test results, immunization records and professional licenses or certifications.

☐ I have read, understand and agree to the [Viewpoint Screening Terms of Use and Refund Policy](#).

Next

## 5 Complete the APPLICANT INFORMATION and address sections as prompted.

## 6 Complete payment section.

**Payment Information**

First Name:

Last Name:

Credit Card Number:

Exp. Date:  (MM/20YY)

CVV-2:

Credit Card Type:

Contact Name (if business):

Email:

Phone Number:

Address:

City:

State:

Postal Code:

★ **IMPORTANT:** Please note that if you enter an address other than the one on file with the credit card's issuing bank, or an incorrect CVV code, Viewpoint Screening will deny your transaction for security purposes. Additionally, denied transactions may cause the funds to be held by your bank for up to 5 business days before being released back to the card.

★ "Viewpoint LLC" will appear on your credit card statement.

★ A Parent or Guardian's credit card will be accepted.



★ **WARNING:** Your credit card will be charged when you click "Next." This fee is non-refundable.

★ Do not click more than once or you may be charged multiple times.

[Back](#)

[Next](#)

### Applicant Information

Do not place an order on someone's behalf. This form must be filled out by the individual who requires Viewpoint Screening services.

First Name:

Last Name:

Middle Name:

Alias/Maiden Name 1:   
Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.

Alias/Maiden Name 2:   
Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.

Alias/Maiden Name 3:   
Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.

Social Security Number:  -  -   
Please Note: If you have not been issued a valid U.S. SSN then enter all zeros (000-00-0000) instead.

Date of Birth:  /  /  (mm/dd/yyyy)

Gender: ☐ Male ☐ Female

Phone Number:  (111-111-1111)

E-Mail Address\*:  **IMPORTANT!** Your email address will be your user name to

### Current Residential Address:

Address:

City:

State or U.S. Territory:

For an international address, select "International" and select the foreign Country name below.

Country:  United States

Zip Code:  [ZIP Code Look Up Tool](#)  
Please Note: If you have an international address that does not require a Zip Code, please fill in "00000".

Please make sure you have provided correct information. Changes cannot be made once you have placed your order.

[Back](#)

[Next](#)

## 7 Log In to Your Account

Once your order is complete, you should be taken to a screen to like this to the right.

Your username will be the email you used to set up your account.

Change password here, and it will log you in to the Viewpoint System.

Thank you, your order has been submitted. Please be aware that this order does not contain a background check or a drug test.

You can now access your Health Portal to upload required documents.

You will be automatically logged into your account once you create/change your password.

Please RESET THE PASSWORD to your account associated with gwp@anatomy.com

Passwords must contain one or more numbers, one or more special characters, and must be at least 12 characters long.

Enter your NEW password  ☐ Toggle Password

Confirm your NEW password

☐ I have provided a strong password that will be remembered

[Reset Password](#)

**NEXT** ➔

### NEXT STEPS:

1. **HEALTH PORTAL:** Follow instructions on following pages to view your Health Portal requirements (to upload documents).
2. **DRUG TEST:** You will receive an email with instructions and registration info 1-2 days after ordering.



### TO LOG IN

Go to  
[www.viewpointscreening.com](http://www.viewpointscreening.com)  
Right Hand Corner: **LOG IN**

Username

Password

☐ Show Password

**Log In**

Forgot Username/Password?

Click here if you forget your username or password to request to have it emailed to you.

### View your HEALTH PORTAL REQUIREMENTS

Now you are logged into your Viewpoint Screening Account.  
This is your Dashboard. Click "Health Portal" to VIEW requirements.

## HOW TO SEE REQUIREMENTS & UPLOAD DOCUMENTS

### Health Portal

- Acceptable Files
 

This section has FAQ's and helpful information - please READ IT - it will help!
- What to Upload
- Overwrite/Remove a Document
- What Does "Series In Progress" Mean?

**CHES Form**  
Requirement Description

**OSHA / Bloodborne Pathogens Training**  
Requirement Description

To VIEW YOUR GUIDELINES (what to do) for a particular requirement, click on that item's "Requirement Description."

Due Date: 08/31/2022

**Upload CHES Form Document**

Due Date: 08/31/2022

**Upload OSHA / Bloodborne Pathogens Training Document**

**CHES Form**  
Requirement Description

Submit a copy of the signed CHES Form

This is "Form C" from the Workforce Development Board website: <https://wdbocw.org/Clinical>

[Click here for the CHES form](#)

**Select File** **Close**

### TIPS

- READ the full guideline to make sure you provide the right documentation.
- Viewpoint Screening does not create your requirements. The school communicates requirements to us. Our role is to verify documentation.
- Make sure your name is visible on the document (before and AFTER upload).

### Guideline Description Box

From here, you can:

- View the guidelines for what to upload
- See important instructions
- View & download school forms
- Upload a file to correspond with this requirement

## HOW TO UPLOAD A DOCUMENT

When you have the correct document available, you are ready to upload it to your Health Portal.

**CHES Form**  
Requirement Description

Due Date: February 2022

Upload CHES Form Document

Submit a copy of the signed CHES Form  
This is 'Form C' from the Workforce Development Board website: <https://wdbdscn.org/clinical-p>  
[Click here for the CHES form](#)

Select File Close

**CLICK either of these places to upload a document**

Once the document has been successfully uploaded, a new button will appear in the Row of the item with the DATE UPLOADED.

			date upload column	document status column	action date column
<b>Hepatitis B</b> Requirement Description	Click to view the document(s) you have uploaded	Upload New Hepatitis B Document	Document Uploaded On 04/07/22	Document Not Approved 04/08/22	Next Action Date
<b>MMR</b> Requirement Description	Click to view the document(s) you have uploaded	Upload New MMR Document	Document Uploaded On 02/17/22	Document Approved 02/17/22	Next Action Date 01/01/2030

## Is my document approved or not approved? ?

Documents are reviewed in 24 hours, or in 1 business day if submitted on weekends. Once reviewed, every document is either APPROVED (and marked green), or NOT APPROVED (and marked red), with a date stamp of review.

Upload New Hepatitis B Document	Document Uploaded On 04/07/22	Document Not Approved 04/08/22	Next Action Date
Upload New MMR Document	Document Uploaded On 02/17/22	Document Approved 02/17/22	Next Action Date 01/01/2030

## How can I see what I uploaded?

Always CHECK what you uploaded.

- ✓ Is it the right doc?
- ✓ Is my name visible?

Click to view the document(s) you have uploaded

If a document is NOT APPROVED, you will receive an email notifying you with the reason for the rejection. This information can also be located at the bottom of your Health Portal listings under "HEALTH PORTAL MESSAGES."

<b>Hepatitis B</b> Requirement Description	Click to view the document(s) you have uploaded	Upload New Hepatitis B Document	Document Uploaded On 04/07/22	Document Not Approved 04/08/22	Next Action Date
---	---	---------------------------------	-------------------------------	--------------------------------	------------------

### Health Portal Messages

04/20/2022	blah blah blah
04/08/2022	Hepatitis B - Please make sure to include your name on your document.
07/22/2021	You did not provide the correct document.
12/01/2020	CPR Certification - You have provided a non-BLS (Basic Life Support) certificate. Please submit a BLS certificate in order to gain approval.

You will receive a general reminder email once weekly until you have reached full compliance for all of your documents.

## Support

Email us at:  
[studentsupport@viewpointscreening.com](mailto:studentsupport@viewpointscreening.com)

Instant Chat - bottom right hand corner at  
[ViewpointScreening.com](http://ViewpointScreening.com)  
Monday - Friday 9 am - 5pm EST.

## Required CPR Certification

SFMC College of Nursing will only accept American Heart Association (AHA) .

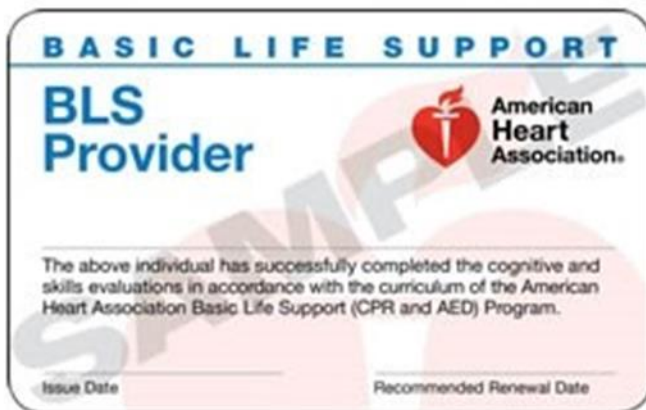
**American Heart Association (AHA)**

**BLS (Basic Life Support) Provider**

It is important to note that **it is the student's responsibility** to keep CPR certification up-to-date and on file in Viewpoint at all times while attending SFMC College of Nursing.

*Failure to meet this requirement will result in the student not being allowed to participate in class, clinical, or practicum along with loss of access to the learning management system. A grade of zero (0) will be entered for any classroom, clinical, or practicum activities until the student is in compliance with the requirement. CPR renewal should be scheduled well in advance of expiration to allow ample time for completion before the certification expires.*

AHA BLS Provider (example)



## AHA BLS Provider eCard (example)

**BASIC LIFE SUPPORT**

**BLS Provider**

American Heart Association®

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

Issue Date Recommended Renewal Date

Training Center Name Instructor Name

Training Center ID Instructor ID

Training Center Address eCard Code

Training Center Phone Number

Scan this code with your mobile device or go to [www.heart.org/cpr/mycards](http://www.heart.org/cpr/mycards) to view and validate the eCard.

© 2016 American Heart Association. All rights reserved.

**\*\*\*OSF Mission Partners only:** The online HeartCode certificate and Hands-On Completion certificate from OSF Corporate University will be accepted as proof of certification. Both certificates must be uploaded together at the same time in order to complete the requirement.

**Please note:** The College of Nursing does not have access to OSF Corporate University documents or immunization records from Occupational Health. It is the student's responsibility to obtain those records and upload them to Viewpoint.

Required Health Forms			
Requirement	Undergraduate BSN Students	RN-BSN Students	Graduate Students
<b>RN License</b>	Select "No" under this requirement	Select "Yes" & submit copy of current RN license	Select "Yes" & submit copy of current RN license
<b>HIPAA Certification Form</b>	Complete form included in health packet & upload	Complete form included in health packet & upload	Complete form included in health packet & upload
<b>Latex Sensitivity Form</b>	Complete form included in health packet & upload	Complete form included in health packet & upload	Complete form included in health packet & upload
<b>Core Performance Standards Form</b>	Complete form included in health packet & upload	Complete form included in health packet & upload	Complete form included in health packet & upload



<b>Medical History Form</b>	Complete form included in health packet & upload	Complete form included in health packet & upload	Complete form included in health packet & upload
<b>Confirmation of Records Form</b>	Must be completed by Physician or Advanced Practice Provider & uploaded	Must be completed by Physician or Advanced Practice Provider & uploaded	Must be completed by Physician or Advanced Practice Provider & uploaded
<b>COVID-19 Attestation Form</b>	Complete form included in health packet & upload	Complete form included in health packet & upload	Complete form included in health packet & upload

### 10-Panel Urine Drug Screen

**\*\*See dates below for specific completion timeframes\*\***

- All students must register for the urine drug screen through Viewpoint.
- **Screening must take place at a facility designated by Viewpoint – no exceptions!** A drug screen completed at any other facility will be rejected, and the student will be required to re-test at an authorized facility. The student is responsible for any additional costs incurred.
- **Fall 2024:** Drug screen must be completed **July 8 – July 19, 2024.**

### Additional Testing & Required Immunizations

**\*\*IMPORTANT\*\***

#### Tuberculosis Screening

A 2-step skin test or QFT blood draw with negative results within the past year is required.

- ✓ ***2-Step skin test done 1-3 weeks apart***
  - Step 1 of the test is administered.
  - Step 1 must be read 48-72 hours after administration.
  - Step 2 is administered no less than 7 days and no more than 21 days after Step 1.
  - Step 2 must be read 48-72 hours after administration.
  - Upload results of skin test (after **both** steps have been completed).

**OR**

- ✓ ***Quantiferon Gold TB (QFT) Lab Report*** with a negative result.

- ✓ A clear chest x-ray is required for any positive TB test.

Please note that a 1-step TB skin test (or yearly 1-step TB skin tests) is not acceptable under any circumstances.

### **Measles, Mumps & Rubella (MMR)**

- ✓ *Proof of two (2) MMR vaccines*

### **Measles, Mumps & Rubella (MMR) (continued)**

- ✓ If proof of two MMR vaccines cannot be provided, then titers (blood draw) are required:
  - Measles (Rubella)
  - Mumps
  - Rubella
- ✓ A quantitative lab report with the result, reference range, and interpretation must be uploaded to Viewpoint.
- ✓ If any of the MMR titers are negative, the student is required to receive a **MMR booster vaccine**. Proof of immunization must then be uploaded to Viewpoint.

### **Varicella (Chicken Pox)**

- ✓ *Proof of two (2) doses of the Varicella vaccine*
- ✓ **If proof of both Varicella vaccines cannot be provided, a positive titer is required.**
- ✓ A quantitative lab report with the result, reference range, and interpretation must be uploaded to Viewpoint if a titer is drawn.
- ✓ If the titer is negative, the **2-vaccine Varicella series done 4-8 weeks apart** is required.
- ✓ Proof of immunization must be uploaded to Viewpoint as each vaccine is received. Do not wait until the series is finished to upload documentation.

### **Hepatitis B**

- ✓ If the student has received the 3-vaccine series at any time previously, upload documentation of the original series.
- ✓ A positive **Hepatitis B Surface Antibody titer is required** to detect immunity.
- ✓ A quantitative lab report with result, reference range, and interpretation must be uploaded to Viewpoint.

- ✓ Please note that the Hepatitis B Antigen titer will not be accepted, and the student is responsible for obtaining a Hepatitis B Surface Antibody titer.
- ✓ The CDC recommends, and the College requires, that healthcare personnel with written documentation of having received a properly spaced series of Hepatitis B vaccines in the past (such as in infancy or adolescence) but who now test negative for anti-HBs should receive the ***Hepatitis B series of three vaccines*** (or two vaccines followed by another titer).

## Hepatitis B (continued)

- ✓ If the student chooses the two vaccines/2<sup>nd</sup> titer pathway and the 2<sup>nd</sup> titer is also negative, the student is required to receive the 3<sup>rd</sup> Hepatitis B vaccine.
- ✓ Proof of immunization must be uploaded to Viewpoint as each vaccine is received. Do not wait until the series is finished to upload documentation.
- ✓ “High Risk” individuals should not receive the Hepatitis B vaccine series. Individuals in this category include persons with:
  - a history of Hepatitis B infection or presence of a serious concurrent infection,
  - presence of a serious concurrent infection,
  - or a documented allergy to yeast or formaldehyde.
- ✓ “High Risk” individuals should contact the Administrative Secretary for a declination waiver which must be completed and uploaded to Viewpoint.
- ✓ Per the CDC, many years of experience with Hepatitis B vaccines indicate no apparent risk for adverse events to a developing fetus. Current Hepatitis B vaccines contain noninfectious Hepatitis B surface antigen (HBsAg) and should pose no risk to the fetus. **However, please double-check with your OB provider prior to receiving any vaccine(s) during pregnancy.**

**Please Note:** A titer is a blood test that will show if a student has immunity. An equivocal or negative titer means that the student will need additional immunizations.

If the ***Hepatitis B 3-vaccine series*** is needed for any reason, the series is normally done over a 6-month time frame. Although the series does **not** have to be completed prior to, the first vaccine must be received prior to the beginning of classes (unless an alternate plan has been arranged). Please upload each vaccine as you receive it – do not wait until the series is completed. This also applies to the ***Varicella 2-vaccine series*** which is done 4-8 weeks apart.

The Hepatitis B 3-vaccine schedule is as follows:

- **Vaccine #1 is received.**
- **Vaccine #2 is received four weeks after vaccine #1.**
- **Vaccine #3 is received five months after vaccine #2.**

- If a student chooses to have two vaccines and then a 2<sup>nd</sup> titer, the titer is drawn four weeks after vaccine #2. If the 2<sup>nd</sup> titer is negative, the student is required to receive the 3<sup>rd</sup> vaccine.

### **Meningococcal Conjugate Vaccine (MCV)**

- ✓ Any incoming student under the age of 22 must provide documentation showing receipt of one (1) dose of the MCV on or after their 16<sup>th</sup> birthday.
- ✓ *Students under the age of 22 must select “Yes” and submit proof of the MCV.*

### **Meningococcal Conjugate Vaccine (MCV) (continued)**

- ✓ This vaccine is also strongly recommended for all incoming dorm students who are  $\geq 22$  years of age.
- ✓ If you are 22 years of age or older and will not be submitting an MCV, please select “No” for this requirement.

### **Tetanus/Diphtheria/Pertussis (TDaP)**

- All students in Illinois must provide documentation of a minimum of three (3) doses (DPT/Td) with *at least one (1) dose of TDaP within the past 10 years*.
- TDaP must be renewed every 10 years. Re-vaccination of TDaP (or Td) is required every ten (10) years.
- If a student is unable to receive the vaccine due to allergy, medical condition, etc., a written note must be provided by the student’s healthcare provider.

### **Influenza**

- **All healthcare workers (including students) in the state of Illinois are required to receive a yearly Influenza vaccine.**
- Incoming students for the **spring semester** are required to provide proof of vaccination by the health record deadline.
- **Incoming students for the fall semester must wait until September / October** to receive the Influenza vaccine and upload proof of vaccination for the *current* flu season.
- The **only** exemptions allowed in the state of Illinois are for 1) a sincere, deeply held religious objection or 2) a valid medical reason. *General philosophical or personal beliefs are not considered to be a valid reason.*
- Any student requesting a religious or medical exemption must complete the appropriate paperwork and submit it along with supporting documentation for approval. Please



contact the Nicole Roahrig, Administrative Assistant, directly to request the appropriate forms. The documentation will be reviewed, and the student will be notified of approval or denial of the exemption.



**\*\*\*If a student does not receive a flu shot and does not have an approved medical or religious exemption by the deadline for obtaining the influenza vaccine, that student will not be allowed on any OSF HealthCare property or at any clinical site.**

## **Influenza (continued)**



**\*\*\*If a student did not receive a flu shot due to an **approved** medical or religious exemption, that student will still be required to wear a mask, covering both nares and mouth, **at all times** when in the College of Nursing building, OSF HealthCare Saint Francis Medical Center building(s), White School / Labs, or any clinical site when flu precautions are in place.**

- Failure to complete the Influenza requirement will result in the student not being allowed to participate in class, clinical, or practicum along with temporary loss of access to the learning management system (Canvas). A grade of zero (0) will be entered for any classroom, clinical, or practicum activities until the student 1) has received a flu shot, 2) has an approved medical exemption, or 3) has an approved religious exemption on file in Viewpoint.
- **For summer session only:** Incoming students in the summer who are only taking one course (e.g., Pharmacology) are required to complete the criminal background check and drug screen in the outlined timeframe. The rest of the health requirements may be completed with their fall cohort.

---

## **COVID-19**

- ***Proof of two (2) doses of the COVID-19 vaccine is required (Pfizer or Moderna) or the single dose Johnson & Johnson vaccine.***
- If you do not plan to receive the COVID-19 series due to a valid medical reason or a deeply held religious objection, you will need to apply for an exemption. Please contact Nicole Roahrig for details.

**\*\*\*Important\*\*\***

Please be sure to store or print a copy of all immunizations / health records. Once a student graduates, records in Viewpoint are archived and cannot be readily accessed by the College. Students will need to contact Viewpoint customer service directly at [studentsupport@viewpointscreening.com](mailto:studentsupport@viewpointscreening.com).

Requirement:	Student's Starting Term:			
	Summer 2024	Fall 2024	Spring 2025	Summer 2025
Upload Immunization / Health Records and complete Criminal Background Check on: <a href="http://www.viewpointscreening.com/osfhealthcare">www.viewpointscreening.com/osfhealthcare</a>	Before April 26, 2024	Before July 19, 2024	Before December 20, 2024	Before April 25, 2025
Complete 10-Panel Urine Drug Screen and transfer results from <i>My Documents → To Do Lists</i> under the <i>Drug Test</i> requirement on <a href="http://www.viewpointscreening.com/osfhealthcare">www.viewpointscreening.com/osfhealthcare</a>	Between April 10 & April 26, 2024	Between July 8 & July 19, 2024	Between December 9 & December 20, 2024	Between April 9 & April 25, 2025

# HIPAA Form

Saint Francis Medical Center College of Nursing  
511 N. E. Greenleaf Street, Peoria, IL 61603

**Printed Student Name:** \_\_\_\_\_

**Printed Student Name**



## **Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

Federal law requires Saint Francis Medical Center College of Nursing and its related health care providers/caregivers to maintain the privacy of individually identifiable health information and to provide you with notice of their legal duties and privacy practices with respect to such information. Saint Francis Medical Center College of Nursing and its related health care providers must abide by the terms and conditions of this law.

Saint Francis Medical Center College of Nursing may use or disclose your individually identifiable health information for treatment and health care operations. These categories are involved in delivering the health care services that you seek and the quality and safety of those services. These activities may include release of your health records to the College physician or authorized personnel. I understand the above HIPAA guidelines and approve.

**Student Signature & Date:** \_\_\_\_\_

**Student Signature**

**Date**



# Latex Sensitivity Health History

Saint Francis Medical Center College of Nursing  
511 N. E. Greenleaf Street, Peoria, IL 61603

**Student Name (Printed):** \_\_\_\_\_

**Printed Student Name**



1. Do you have a latex allergy?..... (Y/N)
2. Do you have any swelling/itching of your lips after blowing up balloons?..... (Y/N)
3. Have you experienced any swelling/itching after dental, vaginal or rectal exams  
or using condoms?..... (Y/N)
4. Do you have any history of eczema or dermatitis of the hands?..... (Y/N)
5. Do you have any other skin problems?..... (Y/N)
6. Do you have any food allergies?..... (Y/N)
7. Do you have any other allergies?..... (Y/N)
8. Do you have a history of unexplained nasal congestion, itchy, watery eyes or  
chest congestion?..... (Y/N)
9. Have you had multiple surgical procedures as an infant?..... (Y/N)
10. Have you ever experienced any unexplained acute allergic reaction during or after  
a surgical procedure?..... (Y/N)

**If you answered (Y) to any of the latex questions, please explain below:**

---

---

---

---

**Student Signature & Date:** \_\_\_\_\_

**Student Signature**

**Date**





# Medical History Form

All medical information is strictly confidential. Please answer the questions below. *If the answer is yes, please provide details on the space provided.*

1. Allergic reactions to any medicines? (Please specify medicine and type of reaction.)..... Yes / No
2. Serious reactions to insect bites or food?..... Yes / No
3. Infectious Mononucleosis?..... Yes / No
4. Chicken Pox?..... Yes / No
5. Hepatitis? What type?..... Yes / No
6. High Blood Pressure?..... Yes / No
7. Heart Murmur? Other cardiac disorders?..... Yes / No
8. Diabetes, thyroid or other endocrine disorders?..... Yes / No
9. Asthma? Bronchitis?..... Yes / No
10. Colitis, abdominal pain, gastric disorders?..... Yes / No
11. Shingles?..... Yes / No
12. Kidney Stone? Kidney disorders?..... Yes / No
13. Anemia? Blood disorders?..... Yes / No
14. Back pain, disorders of the bone, muscle or joint?..... Yes / No
15. Frequent or severe headaches or migraines?..... Yes / No
16. Seizure disorder, convulsions, past head injury or concussions?..... Yes / No
17. Disabling loss of vision?..... Yes / No
18. Do you take medication (prescribed and/or over the counter) on a regular basis? If so, please list below..... Yes / No
19. Have you had any serious dietary problems?..... Yes / No
20. Any operations, hospitalizations or serious injuries? Please specify..... Yes / No



**Emergency contact:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_



**Student Signature & Date:** \_\_\_\_\_

Student Signature

Date



## Core Performance Standards & Criteria of Admission & Progression

In compliance with the American Disability Act, Saint Francis Medical Center College of Nursing does not discriminate on the basis of disability in the administration of its educational policies, admission policies, student aid and other college administered programs nor in the employment of its faculty and staff. The skills listed below are essential requirements for this program. We invite any potential student to meet with the Dean to discuss any issues associated with meeting or not meeting these requirements.

Issue	Standard	Some Examples of Necessary Activities (not all inclusive)
Critical Thinking	Patient Client needs/Problem Solving/Critical Thinking ability sufficient for clinical judgment. Use verbal, nonverbal cues to identify patient/client needs/problems.	Identify cause-effect relationships in clinical situations. Develop nursing care plans. Make judgments regarding appropriate interventions based on signs and symptoms.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, economic, religious, cultural, and intellectual backgrounds.	Establish rapport with patients/clients and colleagues and other health care providers.
Communication	Communication proficiency at a competent level in English, both verbal and written, to include reading, writing, spelling, speaking and listening.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses. Document clearly, correctly, and without spelling errors. Read and write at college levels.
Mobility	Physical abilities sufficient to provide safe and effective nursing care.	Work in a standing position with frequent walking most of an eight-hour day; bend & stoop, push & pull objects such as a wheelchair, cart, gurney or equipment; lift & transfer clients from a stooped to an upright position.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; administer medications; position patients/clients.
Hearing	Auditory ability sufficient to monitor and assess health needs, to communicate with individuals, families, groups, communities and health care professionals, and to provide therapeutic interventions accurately.	Hear & respond to verbal communication and requests; respond to emergency signals, auscultatory sounds, percussion and auscultation, and hear cries for help.
Visual	Visual ability sufficient for observation, assessment and provision of nursing care.	Observe and respond to patients/clients and provide therapeutic interventions accurately; closely examine images or other forms of output from diagnostic equipment or patient body fluids; visually discriminate medication and syringe labels; determine variations in skin color of client.
Tactile	Tactile ability sufficient for observation, assessment and provision of nursing care.	Perform palpation and other functions of physical examination or those related to therapeutic intervention, e.g., insertion of a catheter.
Other	Mental alertness sufficient to provide safe, effective nursing care.	Observe and respond to patient/clients and provide therapeutic interventions accurately and safely. Able to concentrate and remain on task to completion.

Adapted from the Southern Council on Collegiate Education in Nursing guidelines with minor additions or changes.

**\*\*There may be more stringent requirements for clinical agencies that may preclude the student's progression in the nursing program. (revised 2/2005)**

**I have read the above Core Performance Standards & Criteria of Admission and Progression and hereby represent that I can effectively and safely perform the competencies listed.**

**Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



**I attest that the information stated in this Health Record Packet is correct. Any false information may result in cancellation in my admission to the College.**

**Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



## Physician/Advanced Practice Provider Confirmation of Records Form

**Student Name (Printed):** \_\_\_\_\_

**Tetanus/Diphtheria & Pertussis (TDaP):** \_\_\_\_\_

- TDaP must be current **within the past (10) years**.
- Students in Illinois must provide a record of a minimum of (3) doses (DPT/Td/TDaP).

**Measles/Mumps/Rubella (MMR):**

- If you were born after 1/1/1968, you will need proof of 2 MMR immunizations with doses being at least 30 days apart or positive titers:

**MMR #1**\_\_\_\_\_ **MMR #2**\_\_\_\_\_ **Booster (if applicable):**\_\_\_\_\_

- If you do **not** have documentation of the immunizations, titers of immunity are required:  
Measles (Rubella) \_\_\_\_\_ Mumps \_\_\_\_\_ Rubella \_\_\_\_\_

**Hepatitis B:**

Due to direct patient contact, the Hepatitis B series with a positive titer result is required:

- Original Series Dates: **#1**\_\_\_\_\_ **#2**\_\_\_\_\_ **#3**\_\_\_\_\_
- **Hepatitis B Surface Antibody** titer: \_\_\_\_\_ If negative, a repeat 3-vaccine Hepatitis B series (or 2-vaccine series followed by a positive titer) is required.

**Varicella (Chicken Pox):**

Due to direct patient contact in the areas of high risk health conditions, the Varicella titer is required. If negative, the 2-vaccine series will be administered 4 to 8 weeks apart.

- Varicella titer date: \_\_\_\_\_ **Vaccine #1:**\_\_\_\_\_ **Vaccine #2:**\_\_\_\_\_

**TB Testing: 2 Step TB skin test** within the past 12 months done 1-3 weeks apart:

(1) Step TB: Date _____	(2) Step TB: Date _____
Site _____	Site _____
Signature _____	Signature _____
Induration _____	Induration _____
Signature _____	Signature _____

*(Please upload **one document with both steps** for the 2-step TB skin test)*

**OR**

**QFT (Quantiferon Gold TB) blood test results:** \_\_\_\_\_

**MCV (Meningococcal Conjugate) after 16<sup>th</sup> birthday (if less than 22y.o.)** Date \_\_\_\_\_

**\*\*\*Students must upload the official lab report with reference range / result / interpretation for any titer results.**

**Provider name (print):** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Provider address (city, state, zip):** \_\_\_\_\_

**Provider signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





Saint Francis Medical Center  
College of Nursing

---

*"A Tradition of Excellence in Nursing Education"*

## **COVID-19 Attestation Form**

College Guidance to Promote the Health and Safety of All

This guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19). Working together, we can help to promote health and wellness and prevent transmission of COVID-19 among students, faculty and staff. While there is no guarantee of immunity from sickness, I am aware that all members of the College are expected to do what can be done to promote good health and prevent transmission of illness.

This document attests that I will:

- Practice good health hygiene which includes practices such as:
  - Frequently wash my hands for at least twenty seconds and/or use hand sanitizer when soap and water are not available.
  - Cough/sneeze into the crook of my arm, shoulder, or a tissue. If using a tissue, I will dispose of it correctly and wash my hands.
  - Properly don and doff the face mask
  - Keep my hands away from my mouth, nose, and eyes.
- Always wear a mask that is at least 2 ply (3 ply preferred) over my mouth and nose when in a building where patient care is being provided. It is my responsible to provide adequate masks for my use, wear a clean one daily, and launder them after each wearing if the mask is not disposable.
- Use disposable items for meals and throw them away after use. I will not use reusable items nor wash items in the kitchen sink. I will wipe down the areas I used with sanitizing solution at the College of Nursing and White School building.
- Sinks could be an infection source and I should avoid placing toothbrushes or other personal care items directly on counter surfaces. Totes can be used for personal items so they do not touch the bathroom countertop at the College of Nursing.

If I am not feeling well and/or showing symptoms of COVID-19 or influenza I must remain home. Symptoms of COVID-19 (CDC) are:

- Fever of 100.2 or greater or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea





Saint Francis Medical Center  
College of Nursing

---

*"A Tradition of Excellence in Nursing Education"*

I am aware that I need to seek **Emergency Medical Attention** if I have:

- Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion
  - Inability to wake or stay awake
  - Bluish lips or face
- 
- I acknowledge that I will be sent home if I am not feeling well or look ill while at the College or clinical site. If I am not able to leave immediately for home, I acknowledge that I will be placed in isolation as a prevention of transmission strategy until departure occurs.
  - If I have had a close exposure to someone with confirmed COVID-19, I know that I need to test and watch for symptoms of COVID-19.
  - If I have been sick with COVID-19 symptoms or tested positive for COVID-19, I realize I need to stay home until I have been fever-free for at least 24 hours without the use of a fever reducing product (i.e. acetaminophen or ibuprofen) **and** respiratory symptoms have improved (e.g., cough, shortness of breath) **and** it has been 10 days since symptoms first appeared.
  - I will notify the appropriate dean, and instructor(s) of my illness or exposure and communicate at least weekly with an update on my condition. I understand the College will work with me regarding work opportunities, if feasible, while I am away.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*Complete this page and upload both pages to Viewpoint.\*\*\***

**Saint Francis Medical Center College of Nursing  
Health Records Checklist  
Summer / Fall 2023**

	<b>Requirement</b>	<b>Due Date</b>
<input type="checkbox"/>	Criminal Background Check	Complete ASAP (must be completed by either the summer or fall deadline listed below)
<input type="checkbox"/>	Urine Drug Screen (must be done at a Viewpoint designated lab)	Complete between <b>04/10/2024 – 04/26/2024</b> for <b>SUMMER</b>  Complete between <b>07/8/2024 – 07/19/2024</b> for <b>FALL</b>
<input type="checkbox"/>	CPR (Healthcare provider level – (AHA)	07/19/2024
<input type="checkbox"/>	TB Screening (2-step skin test or QFT blood draw)	07/19/2024
<input type="checkbox"/>	MMR (proof of 2 vaccines or positive titers)	07/19/2024
<input type="checkbox"/>	Varicella ( <b>titer is required</b> )	07/19/2024
<input type="checkbox"/>	Hepatitis B ( <b>Hepatitis B Surface Antibody titer is required</b> )	07/19/2024
<input type="checkbox"/>	MCV ( <b>required for all students younger than 22-years-old</b> )	07/19/2024
<input type="checkbox"/>	TDaP (within the past 10 years)	07/19/2024
<input type="checkbox"/>	Influenza vaccine	<b>10/11/2024</b>
<input type="checkbox"/>	RN license (required for RN to BSN & Graduate students)* *Undergraduate BSN students should mark “No”	07/19/2024
<input type="checkbox"/>	HIPAA Certification / Latex Sensitivity / Core Performance Standards Forms	07/19/2024
<input type="checkbox"/>	Medical History Form	07/19/2024
<input type="checkbox"/>	Confirmation of Records Form	07/19/2024
<input type="checkbox"/>	COVID-19 Attestation Form	07/19/2024
<input type="checkbox"/>	COVID-19 vaccine (proof of 2-vaccine Pfizer or Moderna series <b>or</b> 1-vaccine Johnson & Johnson series	07/19/2024