

Dear Nursing Student-

This is to let you know about some **major changes** surrounding the collection, handling, and processing of Health Requirements and documents. These changes will go into affect starting in August for the Fall 2009 Semester.

1. Health requirement email updates will be sent much further in advance and with less frequency:

- a. **Once a year, typically around mid-April, you will receive an email containing your specific individual health requirements for the upcoming Summer, Spring, and Fall semesters.**
- b. *Due to the fact that you will no longer receive individual health reminder emails outlining your specific, personal requirements prior to each semester you will need to **save, file, and keep track of the annual email** outlining your personal requirements sent further in advance.*
- c. Example of Annual Email Format:

Jones, M. - **FA09 deadline:** renew CPR, get 2-step TB, provide documentation for Rubella titer; **SP10 deadline:** renew Malpractice, get Tdap; **SU10 deadline:** copy of SP10 grades
- d. Deadlines will always fall throughout the months of: August, January, and May.

2. Be aware of your requirements personal expiration dates (CPR, 2-step TB, Malpractice, etc...)...especially when requirements are due, or expire, during the semester.

- a. To do this it will be important for you to maintain an accurate personal file with copies of your past and present requirements (other than the file kept for you by the Nursing Office). You will also need to have a grasp of the CSULB Nursing health requirements to know the time frames of your expiration and renewal.
- b. Requirements Expiring During Semester – you need to stay on track to get, and turn in, personal documentation that will be due after the start of the semester:

Example #1: Your MMR titer was low (which you turned in by the January Spring Semester deadline). A follow-up email lays out a timeline for getting an MMR booster (by Feb. 15th) and follow-up titer 6 weeks later (by April 1st). Without notification beyond the initial follow-up email, you are responsible to turn in the documentation for both the booster and follow-up titer by each deadline given.

Example #2: In January you turn in a copy of your auto insurance that will expire on March 15. Knowing the expiration falls mid-semester, you are responsible to turn it in without an additional reminder.

3. Turning in Documentation – the requirements listed below must be *precisely* followed to avoid a 3% deduction:

- a. ALL DOCUMENTS MUST BE PHYSICALLY TURNED IN IN PERSON (not mailed or faxed in).
- b. All documents for each deadline must be turned in ***together (at one time)*** in a packet format – stapled or paper-clipped together (no need to put in an envelope).
 - DO NOT TURN DOCUMENTS IN SEPARATELY (example of what not to do: Getting your 2-Step TB test at SHS and walking it directly to the Nursing Office, then 2 weeks later turning in you CPR and malpractice documentation separately).
- c. Attached as the cover sheet to your health document packet **must be the *Health Requirements Receipt form***.
 - You will need the Nursing Office to initial and sign off on the documents you're turning in.
 - Keep the bottom portion as your receipt.
- d. Please high-light the specific requirements you are turning in (ex. new Tdap immunization, or titer results)

4. SUMMARY – Failure to follow these things may result in a 3% deduction:

- 1. Documents must be turned in by the initial semester health deadline given to your level.**
- 2. Documents or requirements expiring during the semester must be updated and submitted to the Nursing Office without personal reminders.**
- 3. Documents must be correctly turned in - marked and assembled precisely, with the *Health Requirement Receipt* form attached to the front.**

Thanks so much for your cooperation with all of this,

Lindsay

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