

Health & Safety Office

Hours: 8:00 a.m. - 4:30 p.m. Monday-Friday

Phone: 490-1603 for Jessica Halsell, Secretary Monday-Friday 8:00 a.m. – 4:30 p.m.

490-1636 for Ellen Campbell RN Monday-Friday 12:00 p.m. - 4:00 p.m. (part-time)

Email: healthandsafety@franu.edu

Discussion Board on Portal

For Health Requirement discussions: Go to “Support” tab and select Health & Safety from dropdown list. Once on the Health & Safety page, choose the category “Health Requirement Information for Clinical Students” then select thread for discussion.

Audio Recordings of Health Packet Review

PTAP Health and Safety Orientation: <https://ololc.adobeconnect.com/p4zeinda0hr/>

Traditional BSN Orientation: <https://ololc.adobeconnect.com/p7ntjlvbh0y/>

General Health Packet Tips:

- Keep a copy of all pertinent records for yourself, especially any immunization documents and lab reports.
- Read the cover letter on your packet carefully, it will answer most of your questions.
- Schedule your CPR class early! These tend to fill up quickly.
- Keep a copy of all pertinent records for yourself. Yes, this was meant to be printed twice!
- Use the checklist (last page of cover letter) as a guide for assembling all documents. Put documents to be submitted in the order listed on the checklist...this should be in numerical order with the data sheet on top (you may not have all numbers, kind of like tax forms).
- Please include a second identifier on all documents submitted; preferably your student ID number but you may also use your date of birth or social security number.
- KEEP A COPY OF ALL PERTINENT RECORDS FOR YOURSELF!

Packet Process:

Once your health packet is received by our Office it is logged, then reviewed by RN and data is entered into the student information system. After a day or two, check WebServices (see below) to review the status of your health compliance. Monitor this each semester. This is the same compliance information that will be shared with faculty, so we want it to be right. If you see something that doesn't look right, contact us.

DEADLINES

Pay attention to the deadlines and do NOT wait until the deadline is near to begin working on your health packet! Please start early so that any issues you encounter can be resolved in a timely manner. Sometimes there are vaccine shortages or contraindications. Tests you expect to be

negative may come back positive (and vice versa) and will require follow up and clearance before classes start. Make sure you allow time for these issues to be resolved and your health packet to be completed by the deadline.

Web Services Report

Please monitor the “Health & Safety Compliance Report” in Web Services at least before the start of each semester. There are **two parts** to this report.

Part 1: The top portion shows the dates of all immunizations and lab results **received** by our office along with applicable dates (the date may be blank if it is not applicable). This summary is satisfactory for future employers, clinical sites and other schools.

Part 2: The bottom portion shows your **compliance status** including items that are missing, past due or coming due in the next 6 months.

Many requirements will appear missing in Web Services until your health packet is reviewed and the data is input. It takes a few days to input the data after we receive your completed packet, so please be patient. Upon review of your completed packet, Web Services will be updated to reflect elements as received, not applicable or due at a later date. Some elements will still show up as missing until appropriate documentation is received for that element. If something in Web Services still does not look accurate to you a week after submitting your packet, please contact us.

In some cases there is more than one option to satisfy a requirement. For example: The Hepatitis B requirement may be satisfied by submitting documentation of the vaccination series OR positive Hepatitis B Surface Antibody results (blood test). So initially you will see all vaccine dates and lab results as missing items on the compliance report. When you submit proof of one of these elements (the vaccine or the lab results), the other will be made "not applicable" in the database and WebServices will then only reflect the element that is appropriate for you and has been satisfied.