

Department of Baccalaureate Nursing
Non-Academic Requirements for Faculty

Faculty in the Department of Baccalaureate Nursing will meet the following requirements:

- Request **two** official transcripts for your highest degree, even if it was earned from ISU, and send unopened c/o Teresa Stateler, Baccalaureate Nursing Department. You may instead choose to order official electronic transcripts be sent to Teresa.Stateler@indstate.edu .
- Provide **current** Indiana RN license number and expiration date.
 - Renewal every other year by October 31 of odd years
 - www.in.gov/pla
- Provide verification of current professional certifications and licenses other than RN.
- On hire and annually complete the Bloodborne Pathogen Tutorial and test, and achieve 80% or better. Repeat testing until the 80% or better is achieved.
 - Faculty will be on either a fall or spring schedule for completion depending on initial hire date (Fall or Spring).
 - Go to <http://blackboard.indstate.edu>. If your name is entered into the system, you will see the **Bloodborne Pathogen Annual Training Site: Faculty and Staff**. Click on the site to identify when the testing is available.
 - Complete the tutorial and test in a timely manner.
- Submit verification of the following agency health requirements (applies to all faculty with direct patient contact):
 - A negative tuberculin skin test and repeat testing annually. Two-step testing must be used for the initial skin testing. A positive tuberculin skin test requires a medical exam and chest xray. For individuals who are known positive tuberculin skin testers, an initial Quantiferon Tb-Gold blood test is required, and then completion of an annual TB assessment questionnaire thereafter to be used in place of testing. Faculty who are employed by the agency they are assigned to for clinical instruction and have evidence that they have satisfied the agency's TB screening requirements will have met the requirement of the nursing program.
 - Documentation of measles/mumps/rubella immunity (2 doses MMR vaccine given after the 1st birthday at least 28 days apart, immune titer, or healthcare practitioner-diagnosed disease) Note: Verbal history of disease is not acceptable.
 - Documentation of varicella immunity (2 doses of vaccine, immune titer, or physician-diagnosed varicella disease or herpes zoster) Note: Verbal history of disease is not acceptable.
 - Documentation of Tetanus, Diphtheria, and Pertussis immunity (3-dose primary series followed by a Td booster every 10 years; a one-time dose of **Tdap** to all HCP younger than 65 years old with direct patient contact)
 - Documentation of Hepatitis B series (3-dose series)
 - Documentation of **annual** seasonal influenza vaccine as available

- Faculty may use the same immunization form required for students to verify compliance with the requirements,
<http://www.indstate.edu/health/sites/health.indstate.edu/files/nursing-immunization-record.pdf>
- Provide verification of **current** Cardiopulmonary Resuscitation (CPR) certification for the healthcare provider. Faculty requirements are the same as for students.
<http://www.indstate.edu/health/sites/health.indstate.edu/files/bn-cpr-policy.pdf>:
- Provide a **current** curriculum vitae or resume and update annually:
- Provide a written Philosophy of Teaching
 - Tenured and tenure-track faculty and Special Purpose Faculty only
- Complete the following tutorials (one-time) and submit copy of certificate to Department Office:
 - Family Educational Rights and Privacy Act (FERPA) (no certificate available)
http://www.indstate.edu/registrar/FERPA_training.html
 - Blackboard course “OTH-meverly: Department of Baccalaureate Nursing – Clinical Instructor Orientation Program” – required by the Department.
 - Please note, if you do not yet have an established ISU faculty login and password, you won’t be able to access this site until you have one. However, you’ll need to complete this tutorial as soon as possible and preferably before your first clinical teaching day.
- Complete the FERPA Statement of Understanding and submit it to the Office of Registration and Records. This must be completed in order for R&R to assign a faculty member to a course on the dynamic schedule; have ability to submit grade and attendance reports.
<http://www.indstate.edu/humres/docs/FERPASTatementOfUnderstanding.pdf>
- Have at least 2 hours per week of posted office hours (applies to full-time faculty)