

**UNC-Chapel Hill School of Nursing
Initial and Continuing Employment Requirements for all Faculty**

What is required?	Why?	Who?	When?	Where?	Who tracks compliance ?	Consequences of non-compliance?
<ul style="list-style-type: none"> • NC RN License 	It is a SON and Board of Nursing employment requirement	Anyone who is a Registered Nurse	Initial employment and prior to expiration thereafter	http://www.ncbon.org/	OAS Follow up by Division Manager and/or Division Head	Contact from the Dean No patient contact Withdraw from clinical Potential impact with merit pay
<ul style="list-style-type: none"> • NC Board of Nursing Faculty Requirements 	The Board of Nursing (BON) has specific requirements for faculty teaching in prelicensure nursing programs.	All faculty who are teaching in the prelicensure nursing program.	At initial employment complete the BON Faculty Vitae (must be typed) if teaching in the undergraduate program OR prior to teaching a course in that program. If the teaching/ learning requirements have not been met prior to initial employment, develop a plan how you will meet them, indicate that on the form, and submit the plan to your Division Chair. Teaching/ learning requirements need to be met within the first 3 years of employment.	http://nursing.unc.edu/faculty/fac_orient/EPA/ look under Mandatory Forms for NC-BONCV http://www.ncbon.org Laws & Rules, Administrative Code, 21 NCAC 36 .0318 FACULTY	OAS Follow up by Division Chair	BON penalties as specified in law

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<ul style="list-style-type: none"> HIPAA Online Training: Complete appropriate training modules. 	It is a UNC HCS requirement of workforce; Business Associate contracts; federal legislation	All faculty <ul style="list-style-type: none"> FT PT Adjunct faculty with compensated SON responsibilities	Within one week of initial employment after obtaining a PID# and each year thereafter by Sept. 30th	http://hipaatrain.med.unc.edu	OAS Follow up by Division Manager and/or Division Head	No patient contact Withdraw from clinical Potential impact with merit pay
<ul style="list-style-type: none"> CPR/BCLS Certification. 	It is a SON employment requirement	Current CPR certification is required if your faculty appointment includes clinical teaching, clinical practice, and/or clinical research involving human subjects. If you are not currently CPR certified and are planning to be involved in any of the above activities, you are responsible for obtaining CPR training and certification	Initial employment and every 2 years thereafter	The School of Nursing does not provide CPR training, however, some suggested vendors are provided below. Costs may vary. Possible vendors: CPR Associates – Contact Glenda George (919) 544-5027 American Red Cross – Contact (919) 942-4862	OAS	No patient contact Withdraw from clinical Potential impact with merit pay
<ul style="list-style-type: none"> Criminal Background checks 	In order to comply with clinical agency contractual requirements, effective August 1, 2004, the School of Nursing will require all faculty with clinical assignments to undergo a Criminal Background Check	All Faculty with clinical assignments	1) employment prior to August 24, 2004 at the initiation of this policy 2) initial employment 3) re-employment subsequent to a leave of absence or lapse in employment with the School greater than one year in length	Go to this website: http://hr.unc.edu/formfinder/forms-employment/?folderView=collapsed and select Criminal Conviction Check Authorization Form	OAS Follow up by Division Manager and/or Division Head	No patient contact Withdraw from clinical Potential impact with merit pay

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<ul style="list-style-type: none"> Professional Malpractice Insurance 	Professional malpractice insurance may be purchased individually at the preference of the individual faculty member. Please refer to “SON Guidelines for Professional Malpractice Coverage” http://nursing.unc.edu/faculty/fac_orient/EPA/son_malpractice_guidelines.pdf	All faculty members are responsible for determining whether they have sufficient professional malpractice insurance in their role as a faculty member at the School of Nursing	Any faculty member who renders nursing services will need to have professional malpractice insurance beyond what the University provides (time when this is needed will vary)	Risk Management maintains a list of insurance carriers to share with interested faculty (call 962-9061.	N/A for most faculty. Assoc Dean Admin Services will help negotiate professional malpractice insurance with faculty practice arrangements OAS	Refer to “SON Guidelines for Professional Malpractice Coverage” at http://nursing.unc.edu/faculty/fac_orient/EPA/son_malpractice_guidelines.pdf
<ul style="list-style-type: none"> Immunization Review consist of: 2 Measles 2 Mumps 1 Rubella 1 TDap - greater than 2 years since last tetanus booster or TDap documentation HepB or HepB documentation **Chicken Pox- **Will accept verbal verification of having chicken pox, otherwise a titer will need to be performed 	Faculty who answer YES to this question: 1) Will the new employee work in a healthcare facility or need a UNCH ID card?	Anyone who answered YES to the question to the left or under Why?	Initial employment	Contact Employee Occupational Health Clinic 966-9119		No patient contact Withdraw from clinical

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<ul style="list-style-type: none"> Tuberculosis (TB) Test within the past year and Seasonal Flu shot 	Faculty who answer YES to this question: 1) Will the new employee work in a healthcare facility or need a UNCH ID card?	Anyone who answered YES to the question to the left or under Why?	Initial employment and the each year thereafter	Contact Employee Occupational Health Clinic 966-9119 Or Physician's Office Or Place of Employment if other than UNC-Chapel Hill	EH&S with OAS follow-up after receiving monthly report	No patient contact Withdraw from clinical
<ul style="list-style-type: none"> Health & Safety Orientation Session 	The Environmental Health & Safety Office requires all faculty to complete a one-time orientation session based on their work environment. The three work environments are: Office, Clinical, and Laboratory	All Faculty	Initial employment	Go to: http://ehs.unc/training/neo.shtml and select the appropriate work environment you will be working in: Office Clinical or Laboratory	OAS	
<ul style="list-style-type: none"> TB Self Study Unit 	The Environmental Health & Safety Office requires all faculty to complete an annual TB self study unit who answer YES to this question: 1) Will the new employee work in a healthcare facility or need a UNCH ID card?	Anyone who answered YES to the question to the left or under Why?	Each year after initial employment	http://ehs.unc.edu/training/self_study/tb/index.shtml	EH&S with OAS follow-up after receiving monthly report	No patient contact Withdraw from clinical
<ul style="list-style-type: none"> JCAHO - Worker General Self Study Unit http://ehs.unc.edu/training/self_study/jcaho/index.shtml 	The Environmental Health & Safety Office requires all faculty to complete an annual JCAHO self study unit who answer YES to this question: 1) Will the new employee work in a healthcare facility or need a UNCH ID card?	Anyone who answered YES to the question to the left or under Why?	Each year after initial employment	http://ehs.unc.edu/training/self_study/jcaho/index.shtml	EH&S with OAS follow-up after receiving monthly report	No patient contact Withdraw from clinical
<ul style="list-style-type: none"> BloodBorne Pathogen Self Study Unit 	The Environmental Health & Safety Office requires all faculty to complete an annual BBP self study unit who answer YES to this question: 2) Will the employee come in direct contact with blood?	Anyone who answered YES to the question to the left or under Why?	Each year after initial employment	http://www.ehs.unc.edu/training/self_study/bbp/index.shtml	EH&S with OAS follow-up after receiving monthly report	No patient contact Withdraw from clinical