

Faculty Compliance Requirements 2016-2017

Please review the following required information needed for faculty files. Full-time faculty must submit documents to the Sr. Academic Program Coordinator within one month of start date.

ANNUAL REQUIREMENTS

- Yearly Tuberculin Testing Either by PPD or Chest X-Ray
Anyone requiring a chest x-ray should do so at the frequency recommended by their healthcare provider. Please supply documentation. PPDs can be obtained free-of-charge from JHH Occupational Health Services at 98 N. Broadway, Room 421, (p) 410-955-6211; please call before going.
- Yearly attendance at tuberculosis and bloodborne pathogen education update.
- Upcoming scheduled Bloodborne Pathogen and TB Seminars at the SON: conducted at all student orientations; watch Daily SON for specific dates/times.
- Current Maryland RN License
- Maryland Board of Nursing requires yearly license renewal, usually on your date of birth.
- Influenza Vaccination
Request for exception must go to Department Chair. Please refer to <http://www.hopkinsmedicine.org/mandatoryflu>
- FERPA Basics
FERPA (Family Educational Rights and Privacy Act of 1974) is the federal law that governs the privacy and protection of student educational records and applies to all institutions that are recipients of federal aid.

The FERPA tutorial is designed to assist JHU faculty and staff in understanding FERPA and how it affects the performance of their educational, research or administrative function at the university.
Annual completion of the tutorial is required for continued access to student record data. After completion, the tutorial and certificate are accessible under the My Learning History menu item.

ONE TIME ONLY

- MMR - Measles, Mumps and Rubella Titers (or dates for MMR vaccine)
- If you have an adequate titer or have received the vaccine, please forward documentation. According to the CDC, anyone born in or after 1957, should receive 2 doses of the live MMR vaccine. In addition, adults born before 1957 can be considered immune, however, you need to notify your manager via email if you are immune due to age.
- Varicella Titer - Only needs to be done once.
- Please submit reliable history of varicella (email stating you had chicken pox as a child to your department manager) or laboratory evidence of varicella immunity (titer).
- Proof of Hepatitis B Vaccination or Letter of Declination – Only needs to be done once Please forward a copy of proof of vaccination or letter of declination.

OTHER

- Transcripts – official transcripts are required for your highest nursing degree. If your highest degree is not in nursing, we need transcripts for both your highest earned degree and your highest nursing degree. For example, if your doctorate is in public health and your master's is in nursing, transcripts are required for both degrees.
- Certifications – please submit copies of all certifications as they are renewed.
- CPR Certification – CPR Certification is required for all faculty in clinical sites or practice sites (including clinical preceptors). Please submit proof of your current certificate.
- HIPAA Compliance (every two years) – Certificate of completion for JHU HIPAA training. *Intermediate Privacy Course for Health Care Providers (Clinicians and Non-Clinicians) (White)*. You will need your JHED ID to sign in.