GRADUATE COMMUNICATION SCIENCES & DISORDERS
MANDATORIES INFORMATION

FIRST YEAR MANDATORIES DUE JULY 31, 2017

- NEW ANNUAL REQUIREMENT: INFLUENZA VACCINE, due by October 15, 2017
- Pre-Clinical Mandatories Form
- If you have a history of a positive PPD, include the TB Symptom Checklist which can be obtained from Stephanie Boyd (Stephanie.Boyd@med.uvm.edu)
- CPR Certification - CNHS only accepts certification through the American Heart Association Basic Life Support for Health Care Providers OR American Red Cross Professional Rescuer. You will receive email notification about upcoming CPR training offered by CNHS. You will need to submit a copy of the front and back of your CPR card with signature to CastleBranch.
- HIPAA/OSHA Training – You will complete your training through the Evolve e-Learning Solutions website. You will receive an email with your username and password to access the on-line courses.
- Annual physical, drug test, criminal background check – As needed by the site.

Please submit your mandatories to CastleBranch.

SECOND YEAR MANDATORIES DUE JUNE 1, 2017

- NEW ANNUAL REQUIREMENT: INFLUENZA VACCINE, due by October 15, 2017
- Pre-Clinical Mandatories Form
- If you have a history of a positive PPD, include the TB Symptom Checklist which can be obtained from Stephanie Boyd (Stephanie.Boyd@med.uvm.edu)
- CPR Certification – Ensure that your CPR certification will remain valid throughout your clinical experience this year. CPR Certifications are valid for two years. If you completed the training during your first year, it should still be valid.
- Annual physical, drug test, criminal background check – As needed by the site.

Please submit your mandatories to CastleBranch.
CSD Grad PRE-CLINICAL REQUIREMENTS

Proof of Health Insurance Form- Submit this form AND copy of insurance card
*The University does not pay medical costs resulting from injury during clinical/practicum rotations or other curricular activity unless this injury is due to negligence of the University. All CNHS students are required to carry their own health insurance. It is your responsibility to resubmit your insurance if there are any changes.

<table>
<thead>
<tr>
<th>Subscriber/Member ID</th>
<th>Primary Subscriber’s Name</th>
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<table>
<thead>
<tr>
<th>Insurance Carrier</th>
<th>Subscriber’s Relationship to You</th>
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It is MANDATORY that you scan and upload this form AND copy of insurance card to CastleBranch

Please note, UVM Student Health will not submit your paperwork for you. You will need to pick up your documents and submit them to CastleBranch.
## Second Year CSD Grad PRE-CLINICAL REQUIREMENTS

**COPIES OF MEDICAL RECORDS/LABS WILL NOT BE ACCEPTED**

### PPD - Tuberculin Skin Test - ANNUAL REQUIREMENT

*BCG vaccine does not preclude the need for PPD testing or chest x-ray*

<table>
<thead>
<tr>
<th>Date given:</th>
<th>Date read:</th>
<th>Results (mm):</th>
</tr>
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</table>

*circle result: pos neg*

**IF FIRST TIME WITH A POSITIVE PPD:** Please attach copy of radiology report, and list results.

**IF HISTORY OF A POSITIVE PPD:**

1. Obtain TB Symptom Checklist from Department
2. Take the TB Symptom Checklist to your appointment and give to your health care provider to complete

*Please note, depending on your site placement, an updated chest x-ray may also be required if you have a history of a positive PPD.*

### Signature of Licensed Health Care Provider

<table>
<thead>
<tr>
<th>Credentials</th>
<th>Date</th>
</tr>
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<table>
<thead>
<tr>
<th>Clinic Stamp or Printed Name of Provider</th>
<th>Provider Telephone Number</th>
</tr>
</thead>
</table>

**It is MANDATORY that you scan and upload this form to CastleBranch**

Please note, UVM Student Health will not submit your paperwork for you. You will need to pick up your documents and submit them to CastleBranch.

The information included on this form maybe released to the infection control officer and clinical education coordinators at sites where you perform your clinical education experience.
INFLUENZA VACCINE PRE-CLINICAL REQUIREMENT

COPIES OF MEDICAL RECORDS/LABS WILL NOT BE ACCEPTED.

<table>
<thead>
<tr>
<th>Influenza Vaccination</th>
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<tbody>
<tr>
<td>Date Administered</td>
</tr>
<tr>
<td>Manufacturer</td>
</tr>
<tr>
<td>Lot Number</td>
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<tr>
<td>Expiration Date</td>
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*If given at a separate time, please provide documentation of influenza vaccination*

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<tr>
<th>Licensed Heath Care Provider Attestation</th>
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<tbody>
<tr>
<td>By signing below, I affirm that I am a licensed health care provider. I am aware that leaving any required fields blank will result in the student being <strong>unable to progress in his/her major</strong> at the University of Vermont.</td>
</tr>
<tr>
<td>Signature of Licensed Health Care Provider</td>
</tr>
<tr>
<td>Clinic Stamp or Printed Name of Provider</td>
</tr>
</tbody>
</table>

*It is MANDATORY that you scan and upload this form to CastleBranch*

Please note, UVM Student Health will not submit your paperwork for you. You will need to pick up your documents and submit them to CastleBranch.

The information included on this form maybe released to the infection control officer and clinical education coordinators at sites where you perform your clinical education experience.
**CSD 2nd Year Requirements**

**Notes from CNHS – STEPHANIE BOYD**

Please note, some site placements may require additional mandatories such as a physical, criminal background check, or drug screen.

The due date for your TB Skin Test (PPD) is after May 15th so that it covers you the entire 2nd year you are in clinic.

If you visit Student Health for your immunization/serology work, you can request a receipt and file it along with the claim to your insurance company.

Please be sure to fill out the top of each form with your identifying information before submitting it to CastleBranch.

It is your responsibility to keep track of whether you have submitted your requirements.

If you know you will be unable to meet the above deadlines for extenuating circumstances, you should schedule a meeting with Stephanie Boyd – Stephanie.Boyd@med.uvm.edu
Frequently Asked Questions

General Questions

Q: How do I submit my documentation?
A: Submit your documentation directly to CastleBranch. Please note, UVM Student Health won’t submit your documents for you. You will need to pick up your documents and submit them to CastleBranch.

Q: What happens if I can’t submit my mandatories by the deadline?
A: It is imperative that you plan ahead to ensure that your mandatories are completed by the deadline. If you fail to submit your mandatories by the deadline, you will not be able to participate in your clinical experience and your instructor will be notified.

It is important to give yourself plenty of time to complete these requirements.

CPR Certification

Q: What CPR certifications will you accept?
A: American Heart Association Basic Life Support for Health Care Providers OR American Red Cross Professional Rescuer

Q: What if my CPR certification will expire during my clinical education experience?
A: It is your responsibility to be aware of your CPR certification expiration date. Your CPR certification is required to be valid for your entire clinical education experience. If your CPR certification will expire during your clinical, please renew it BEFORE your clinical starts and submit an updated copy of the front and back of your CPR card with signature(s).

Q: Will you accept the American Red Cross Challenge Exam for my CPR Certification course?
A: No, the American Red Cross Challenge Exam is not accepted. It serves as a refresher and not a certification course.

Q: How do I find out about upcoming CPR classes?
A: CNHS offers CPR classes at least twice per semester. You will receive email notices regarding how to sign up for upcoming CPR class dates.

Q: How do I register for a CPR class?
A: To register for a course through the American Heart Association, go to VTSafetyNet.com. Click on the “Take a Course” tab at the top. Click on the “BLS for the Healthcare Provider” course that you would like to register for and fill out the registration. Payment will be due in cash at the class. (It will say FREE on the website but that is only for registration purposes.)
**HIPAA/OSHA Training**

**Q:** How often do I need to complete HIPAA/OSHA training?
**A:** Program requirements vary. Please check the mandatory information for your program.

**Influenza Vaccination**

**Q:** Am I required to get a flu shot?
**A:** As a CNHS student you are required to receive the influenza vaccination both to protect yourself, and also to protect the patients with whom you come into contact. Most internship sites now require you to get the influenza vaccination before beginning your placement.

**PPD**

**Q:** If I have a PPD Skin Test and it is positive, what should I do? *First time positive only*
**A:** You will need to be assessed to determine why the skin test is positive. Reasons may include previous BCG vaccine, latent TB (exposed, but not active), or active TB. This will require a symptom review and chest x-ray. You will need to provide a copy of the radiology report.

**Q:** If I have a history of a positive PPD, what should I do?
**A:** Do not get another PPD skin test because this will continue to result as a positive. Instead, ask your health care provider to perform a TB Symptom Check. Bring your TB Symptom Check form to your appointment.

**Q:** What if I have difficulty getting an appointment with my doctor for my PPD?
**A:** You often do not need a full office visit appointment for the placement and reading of your PPD. Ask if a nurse can place/read your PPD instead.

**Additional Questions**

**Q:** How will I know when my mandatories have been completed?
**A:** It is your responsibility to keep track of the documents that you submit to ensure you have met all requirements.

**Q:** Does CNHS cover the cost of my immunization and serology work?
**A:** It is your responsibility to cover the cost. If you visit Student Health for your immunization and serology work, you can request a receipt and file it along with the claim to your insurance company.

**Q:** Who do I contact if I have additional questions?
**A:** Communication Sciences and Disorders Department Contact

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Burlington, VT 05405  
Stephanie.Boyd@med.uvm.edu