RADIATION THERAPY
MANDATORIES INFORMATION

FIRST YEAR MANDATORIES DUE

- 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 log in. Once you receive your username and password, you can log in here.

SECOND YEAR MANDATORIES DUE BY JULY 30, 2017

- HIPAA/OSHA Training – Required annually. Log in to the Evolve e-Learning Solutions website to complete your training.

THIRD YEAR MANDATORIES DUE BY JULY 30, 2017 (INFLUENZA VACCINATION 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 Linda Esposito (Linda.Esposito@med.uvm.edu)
- Proof of influenza vaccination from your health care provider with vaccination description, date of vaccination, and name
- HIPAA/OSHA Training – Required annually. Log in to the Evolve e-Learning Solutions website to complete your training.
- 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. Submit the required documentation to CastleBranch.

FOURTH YEAR MANDATORIES DUE BY JULY 30, 2017 (INFLUENZA VACCINATION DUE BY OCTOBER 15, 2017)

- Annual PPD - If you have a history of a positive PPD, use the TB Symptom Checklist which can be obtained from Linda Esposito (Linda.Esposito@med.uvm.edu)
- Proof of influenza vaccination from your health care provider with vaccination description, date of vaccination, and name
- HIPAA/OSHA Training – Required annually. Log in to the Evolve e-Learning Solutions website to complete your training.
- CPR Certification – Ensure that your CPR certification will remain valid throughout your clinical experience this year. CPR Certifications are valid for two years. Submit the required documentation to CastleBranch.
**Fourth Year RADT PRE-CLINICAL REQUIREMENTS**

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

<table>
<thead>
<tr>
<th>PPD - Tuberculin Skin Test - ANNUAL REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCG vaccine does not preclude the need for PPD testing or chest x-ray</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Date given:</th>
<th>Date read:</th>
<th>Results (mm):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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**Circle result:** pos neg

**IF FIRST TIME WITH A POSITIVE PPD:**
- Must have chest x-ray. 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.*

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**Licensed Health Care Provider Attestation**

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 unable to progress in his/her major at the University of Vermont.

<table>
<thead>
<tr>
<th>Signature of Licensed Health Care Provider</th>
<th>Credentials</th>
<th>Date</th>
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<tr>
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Clinic Stamp or Printed Name of Provider

Provider Telephone Number

**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>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Administered</td>
<td>Manufacturer</td>
<td></td>
</tr>
<tr>
<td>Lot Number</td>
<td>Expiration Date</td>
<td></td>
</tr>
</tbody>
</table>

*If given at a separate time, please provide documentation of influenza vaccination*

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*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.
## RADT 4th Year Requirements

<table>
<thead>
<tr>
<th>REQUIREMENT:</th>
<th>GUIDELINES:</th>
<th>DUE DATE</th>
<th>EXP. DATE</th>
<th>DOCUMENT REQUIRED:</th>
<th>ADDITIONAL INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TB SKIN TEST</strong></td>
<td>TB Skin Test or QuantiFERON Gold test is required.</td>
<td>Before 07/30/2017</td>
<td>Annual requirement</td>
<td>Completed on school form</td>
<td>If positive results, one of the following is required: Student with a first time positive PPD must submit the school form AND a copy of the radiology report. Student with a history of positive PPD must submit the TB Symptom Checklist form.</td>
</tr>
<tr>
<td><strong>CPR</strong></td>
<td>One of the following is required: A) American Heart Association Basic Life Support for Health Care Providers OR B) American Red Cross Professional Rescuer ONLY</td>
<td>Before 07/30/2017</td>
<td>Certification must remain valid for entire clinical experience</td>
<td>Copy of front and back of CPR certification card</td>
<td>Certification must remain valid for entire clinical experience.</td>
</tr>
<tr>
<td><strong>PROOF OF HEALTH INSURANCE</strong></td>
<td>Provide a copy of your current health insurance card AND Proof of Health Insurance form.</td>
<td>Before 07/30/2017</td>
<td>If your insurance changes, you are responsible for providing updated information</td>
<td>Copy of insurance card or equivalent AND Proof of Health Insurance form</td>
<td></td>
</tr>
<tr>
<td><strong>INFLUENZA VACCINATION</strong></td>
<td>Influenza vaccination for current flu season</td>
<td>Before 10/15/2017</td>
<td>Valid for current flu season</td>
<td>Completed on school form or health care provider's form</td>
<td></td>
</tr>
<tr>
<td><strong>HIPAA/OSHA TRAINING</strong></td>
<td>Complete your HIPAA/OSHA training via the Evolve e-Learning Solutions website at: <a href="https://www.evolvealms.com/lms/uvmi/default.aspx">https://www.evolvealms.com/lms/uvmi/default.aspx</a></td>
<td>Before 07/30/2017</td>
<td>Annual requirement</td>
<td>No need to submit a document as long as you've completed your training online</td>
<td>Training won’t be considered complete unless all sections of the training have been completed.</td>
</tr>
</tbody>
</table>

### Notes from CNHS – LINDA ESPOSITO

Please note, some site placements may require additional mandatories such as an additional TB skin test, physical exam, criminal background check, or drug screen.

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.

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 Linda Esposito – Linda.Esposito@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.

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.

HIPAA/OSHA Training

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

Influenza Vaccination

Q: Am I required to get a flu shot?
A: Fourth year RADT site placements require students to provide proof of the influenza vaccination.
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.

Additional Questions

Q: How will I know when my mandatories have been completed?
A: Is it 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:

Medical Laboratory and Radiation Sciences Department Contact

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Office of the Dean
College of Nursing and Health Sciences
106 Rowell Building
Burlington, VT 05405
Linda.Esposito@med.uvm.edu