MEDICAL LABORATORY SCIENCE
MANDATORIES INFORMATION

FIRST YEAR MANDATORIES

- 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 and take the training.

SECOND YEAR MANDATORIES

- Transfer students enrolled in MLRS 034 are required to complete HIPAA/OSHA training. You will receive an email with your username and password to log in. Once you receive your username and password, you can log in to Evolve e-Learning.

THIRD YEAR MANDATORIES DUE BY OCTOBER 1, 2016

- 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)
- HIPAA/OSHA Training – Log in to the Evolve e-Learning Solutions website to complete your training.
- CPR Certification – only if requested by the site

Submit the required documentation to CastleBranch.

FOURTH YEAR MANDATORIES DUE BY OCTOBER 1, 2016

- Annual PPD Form Please note, if your placement is at Brigham and Women’s Hospital, this site requires a PPD within 90 days of your start date.
- 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)
- HIPAA/OSHA Training – Log in to the Evolve e-Learning Solutions website to complete your training.
- CPR Certification – only if requested by the site

Submit the required documentation to CastleBranch.
### Fourth Year MLS PRE-CLINICAL REQUIREMENTS

**Proof of Health Insurance Form- Submit this form AND copy of insurance card-ANNUAL REQUIREMENT**

*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.*

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<thead>
<tr>
<th>Subscriber/Member ID</th>
<th>Primary Subscriber’s Name</th>
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<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.
Fourth Year MLS 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>
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<tr>
<th>Date given:</th>
<th>Date read:</th>
<th>Results (mm):</th>
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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.*

**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.

Signature of Licensed Health Care Provider

Credentials

Date

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.

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.
## MLS 4th Year Requirements

### Notes from CNHS – LINDA ESPOSITO

Please note, some site placements may require additional mandatorys such as a physical, criminal background check, or influenza vaccination.

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

<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>
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<tbody>
<tr>
<td>TB SKIN TEST</td>
<td>TB Skin Test or QuantiFERON Gold test is required.</td>
<td>Before 10/01/2016</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>
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<tr>
<td>PROOF OF HEALTH INSURANCE</td>
<td>Provide a copy of your current health insurance card AND Proof of Health Insurance form.</td>
<td>Before 10/01/2016</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>HIPAA/OSHA TRAINING</td>
<td>Complete your HIPAA/OSHA training via the Evolve e-Learning Solutions website at: <a href="https://www.evolveLms.com/lms/uvm/default.aspx">https://www.evolveLms.com/lms/uvm/default.aspx</a></td>
<td>Before 10/01/2016</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>
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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.

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: It is strongly recommended that all CNHS students receive the influenza vaccination both to protect yourself, but also to protect the patients with whom you come into contact. Some sites may 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: 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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