

## **EXERCISE SCIENCE MANDATORIES INFORMATION**

### **FIRST YEAR MANDATORIES DUE**

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No Mandatories Due

### **SECOND YEAR MANDATORIES DUE**

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No Mandatories Due

### **THIRD YEAR MANDATORIES DUE**

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As needed – EXMS faculty will notify you if mandatories are required.

### **FOURTH YEAR MANDATORIES DUE by August 22**

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- Proof of Health Insurance form and copy of insurance card
- HIPAA training - You will complete your training through the Evolve e-Learning Solutions website. You will receive an email with your username and password to login. Once you receive your username and password, you can log in here.

### **FOURTH YEAR CPR CERTIFICATION REQUIREMENT DUE by August 29**

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- CPR Certification – CNHS only accepts CPR certification by **American Heart Association, Basic Life Support for Health Care Providers OR American Red Cross, Basic Life Support**. Over the summer, students will receive email notification regarding late August/early September CPR training offered on-campus by CNHS. Students will need to submit a copy of the front and back of their CPR card with signature to Lisa McClintock (see below).

Submit your Mandatories form and required attachments (copy of CPR card and copy of health insurance card) via fax, email, or in person to:

**Lisa McClintock**

College of Nursing and Health Sciences  
106 Carrigan Drive, 310 Rowell Bldg.  
Burlington, VT 05405

Fax: 802-656-3014

Email: [Lisa.McClintock@med.uvm.edu](mailto:Lisa.McClintock@med.uvm.edu)

## EXSC 4<sup>th</sup> Year Requirements

REQUIREMENT:	GUIDELINES:	DUE DATE	EXP. DATE	DOCUMENT REQUIRED:	ADDITIONAL INFORMATION:
<b>CPR (as needed)</b>	One of the following is required: A) American Heart Association Basic Life Support for Health Care Providers OR B) American Red Cross Basic Life Support ONLY	Before 08/29	Certification must remain valid for entire clinical experience	Copy of front and back of CPR certification card with signature	Certification must remain valid for entire clinical experience.
<b>PROOF OF HEALTH INSURANCE</b>	Provide a copy of your current health insurance card AND CNHS Proof of Health Insurance form.	Before 08/22	If your insurance changes, you are responsible for providing updated information	Copy of insurance card or equivalent AND CNHS Proof of Health Insurance form	
<b>HIPAA TRAINING</b>	Complete your HIPAA training via the Evolve e-Learning Solutions website at: <a href="https://www.evolvelearning.com/lms/uvm/default.aspx">https://www.evolvelearning.com/lms/uvm/default.aspx</a>	Before 08/22	Annual requirement	No need to submit a document as long as you've completed your training online	Training won't be considered complete unless all sections of the training have been completed.

## EXSC 4<sup>th</sup> Year Requirements

### Notes from CNHS – Lisa McClintock

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 Lisa McClintock at [Lisa.McClintock@med.uvm.edu](mailto:Lisa.McClintock@med.uvm.edu) .



The  
UNIVERSITY  
of VERMONT

COLLEGE OF NURSING & HEALTH SCIENCES

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Program / Graduation Year: \_\_\_\_\_

Date: \_\_\_\_\_

**CNHS ANNUAL HEALTH INSURANCE REQUIREMENTS**

**Proof of Health Insurance Form - Submit this form AND a copy of insurance card ANNUALLY**

*\*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 during the academic year.*

Subscriber/Member ID \_\_\_\_\_

Primary Subscriber's Name \_\_\_\_\_

Insurance Carrier \_\_\_\_\_

Subscriber's Relationship to You \_\_\_\_\_

**It is MANDATORY that you scan and upload this form AND a copy of your insurance card 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.

## Frequently Asked Questions

### General Questions

Please submit your mandatory forms to Lisa McClintock via fax, email, or in person.

Lisa McClintock  
College of Nursing and Health Sciences  
106 Carrigan Drive, 310 Rowell  
Burlington, VT 05405

Phone: (802) 656-3014

Fax: (802) 656-6586

[Lisa.McClintock@med.uvm.edu](mailto:Lisa.McClintock@med.uvm.edu)

#### **Q: What happens if I can't submit my mandatory forms by the deadline?**

**A:** It is imperative that you plan ahead to ensure that your mandatory forms are completed by the deadline. If you fail to submit your mandatory forms by the deadline, you will not be able to participate in your Senior Capstone 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 Basic Life Support

#### **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 Senior Capstone experience. If your CPR certification will expire during your capstone, please renew it BEFORE your Senior Capstone 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 Training**

**Q: How often do I need to complete HIPAA 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.

## **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: Who do I contact if I have additional questions?**

**A:**

Lisa McClintock  
College of Nursing and Health Sciences  
106 Carrigan Drive, 310 Rowell  
Burlington, VT 05405

(802) 656-3014

[Lisa.McClintock@med.uvm.edu](mailto:Lisa.McClintock@med.uvm.edu)