

## OTD 3<sup>RD</sup> YEAR MANDATORIES

**It is the student's responsibility to ensure completion and maintain yearly compliance. Keep copies of all documents. Save this chart for reference.**

REQUIREMENT:	GUIDELINES:	DUE DATE	EXP. DATE	DOCUMENT REQUIRED:	ADDITIONAL INFORMATION:
<b>1-Step PPD TB SKIN TEST</b>	TB Skin Test or QuantiFERON Gold test is required.	<b>Annual Renewal</b> Refer to individual student due date on CastleBranch account	Annual requirement	Completed on school form	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.
<b>INFLUENZA VACCINATION</b>	Influenza vaccination for current flu season	<b>AFTER 10/1 &amp; BEFORE 10/31</b>	Valid for current flu season	Completed on school form or health care provider's form	
<b>CPR</b>	One of the following is required: A) American Heart Association Basic Life Support for Health Care Providers OR B) American Red Cross Professional Rescuer.	Refer to individual student due date on CastleBranch account	Prior to expiration	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 Proof of Health Insurance form.	<b>Individual student due dates.</b> Refer to CastleBranch	If your insurance changes, you are responsible for providing updated information	Copy of insurance card or equivalent AND Proof of Health Insurance form	This is an annual requirement even if your insurance has not changed.
<b>HIPAA/OSHA TRAINING</b>	Complete your HIPAA/OSHA training via the Evolve e-Learning Solutions website at: <a href="https://www.evolveims.com/ims/uvm/default.aspx">https://www.evolveims.com/ims/uvm/default.aspx</a>	<b>BY 08/01</b>	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.
<b>AOTA MEMBERSHIP CARD</b>	Copy of AOTA membership card	<b>Upon Expiration.</b> Refer to individual student due date on CastleBranch account	On card Annual renewal	Copy of your AOTA membership card	Yearly renewal is required
<b>DRIVER'S LICENSE</b>	Provide a copy of your driver's license	<b>Upon expiration.</b> Refer to individual student due date on CastleBranch account	On license	Copy of your driver's license	Must be valid through final clinical experience.

### IMPORTANT NOTES:

Many clinical education facilities have additional site-specific student requirements such as: drug screen, site-specific criminal background check, site specific documents, etc. Be prepared to provide additional documents to your clinical site assignment as needed.

*Students that use UVM Center for Health and Wellbeing for their immunization/serology work can request receipts & submit claims to their health insurance provider.*

**It is the student's responsibility to keep track of timely submission of their documents and to keep them updated.**

*Keep a copy of all requirements in a binder for your reference to use during your clinical experiences*

**If you know you will be unable to meet the above deadlines due to extenuating circumstances, notify Jordan Rochon, [Jordan.Rochon@med.uvm.edu](mailto:Jordan.Rochon@med.uvm.edu)**