**EXS 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>CPR</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 08/31/18</td>
<td>Certification must remain valid for entire clinical experience</td>
<td>Copy of front and back of CPR certification card with signature</td>
<td>Certification must remain valid for entire clinical experience.</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 07/20/18</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>
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<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 07/20/18</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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**EXS 4th 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.
**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.*

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<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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**Submit Form AND Attachments via Fax, Email, or In Person to Lisa McClintock**

<table>
<thead>
<tr>
<th>Fax:</th>
<th>E-mail:</th>
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</thead>
<tbody>
<tr>
<td>802-656-6586</td>
<td><a href="mailto:Lisa.McClintock@med.uvm.edu">Lisa.McClintock@med.uvm.edu</a></td>
</tr>
<tr>
<td>106 Carrigan Drive, 310 Rowell Bldg.</td>
<td>Burlington, VT 05405</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

General Questions

Please submit your mandatories 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

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 mandates 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 mandates 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