

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, password, and link to access the courses. **Remember to keep your password and userid.** There are three courses that must be completed, HIPAA, Bloodborne Pathogens, and Personal Protective Equipment.

If you have issues accessing the training, you should make sure you allow Pop-Up Windows. You can do this by going to your toolbar under Tools, Options, and Privacy and Security and making sure that the Block Pop-up Windows box is **not** checked off.

SECOND YEAR MANDATORIES

- HIPAA/OSHA Training for **Transfer students only** – You will complete your training through the Evolve e-Learning Solutions website. You will receive an email with your username, password, and link to access the courses. Remember to keep your password and userid.

THIRD YEAR MANDATORIES

- HIPAA/OSHA Training – [Log in](#) to the Evolve e-Learning Solutions website to complete your training. <https://www.evolveims.com/lms/uvm/default.aspx> Complete the refresher HIPAA course, and Bloodborne Pathogens and Personal Protective Equipment courses.

FOURTH YEAR MANDATORIES

- HIPAA/OSHA Training – [Log in](#) to the Evolve e-Learning Solutions website to complete your training. <https://www.evolveims.com/lms/uvm/default.aspx> Complete the refresher HIPAA course, and Bloodborne Pathogens and Personal Protective Equipment courses.
- Pre-Clinical Mandatories 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.*
- Influenza Vaccination, due date by October 31, 2019 (valid for the current flu season)
- Health insurance form and copy of insurance card
- CPR Certification – American Heart Association Basic Life Support for Health Care Providers **OR** American Red Cross Professional Rescuer **ONLY** due by August 15, 2019.

Submit the required documentation to CastleBranch.

MLS 4th Year Requirements

REQUIREMENT:	GUIDELINES:	DUE DATE	EXP. DATE	DOCUMENT REQUIRED:	ADDITIONAL INFORMATION:
MEASLES MUMPS RUBELLA	Provide proof of one of the following completed on school form: A) 2 doses of Measles, Mumps and Rubella (MMR) OR C) positive antibody titers for all 3 components.	Before 08/15/19	No expiration	Completed on school form	Upload form to CastleBranch
TETANUS, DIPHTHERIA and PERTUSSIS	Tdap within the last ten years.	Before 08/15/19	10 years after date that Tdap was given	Completed on school form	If you have not had a Tdap and your last Td is more than two years old, you are required to have a Tdap. If your Tdap is more than 10 years old, a booster is not acceptable, another Tdap is required.
HEPATITIS B	Both of the following are required on school form: 3 vaccinations (either alone or combined with Hepatitis A vaccination) AND a positive antibody titer. Timeline for doses: Receive 1 st dose, Receive 2 nd dose 1 month later, Receive 3 rd dose 4 months from 1 st dose; Receive titer 1 to 2 months after 3 rd dose.	Before 08/15/19	If positive, no expiration	Completed on school form	If titer is negative or indeterminate, you must repeat 3-dose series and titer. A booster is not acceptable. Submit each dose and final titer after it is completed to CastleBranch on the Pre-Clinical Mandatories Form. Use the same form each time you submit each dose and titer.
VARICELLA	One of the following is required: A) date of disease AND positive antibody titer OR B) 2 vaccinations for varicella.	Before 08/15/19	If positive, no expiration	Completed on school form	Titer required with history of disease. No titer is required with documentation of two doses of vaccine.
TB SKIN TEST	TB Skin Test OR QuantiFERON Gold test is required annually.	Before 08/15/19	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 school form AND the TB Symptom Checklist form.
INFLUENZA VACCINATION	Influenza vaccination for current flu season	After 10/01/2019 And before 10/31/19	Valid for current flu season	Completed on school form or health care provider's form	Upload to CastleBranch
CPR	One of the following is required: A) American Heart Association Basic Life Support for Health Care Providers OR B) American Red Cross Professional Rescuer	Before 08/15/19	Certification must remain valid for entire clinical experience	Copy of front and back of CPR certification card	Certification must remain valid for entire clinical experience. Certification is valid for two years after date on card
PROOF OF HEALTH INSURANCE	Provide a copy of your current health insurance card AND Proof of Health Insurance form.	Before 08/15/19	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.
HIPAA/OSHA TRAINING	Complete your HIPAA/OSHA training via the Evolve e-Learning Solutions website at: https://www.evolveims.com/lms/uvm/default.aspx OSHA training includes courses on Bloodborne Pathogens, and Personal Protective Equipment.	Before 08/15/19	Annual requirement	No need to submit a document as long as you've completed your online training.	Training will not be considered complete unless three courses of the training have been completed.

MLS 4th Year Requirements

Notes from CNHS – Vicki Fewell

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

If you visit UVM's Center for Health and Wellbeing for your immunization/serology work, you can request a receipt and file it along with the claim to your insurance company.

Please be sure to fill out the top of each form with your identifying information before submitting it to CastleBranch.

It is your responsibility to keep track of whether you have submitted your requirements and to pay attention to deadlines for renewals.

If you know you will be unable to meet the above deadlines for extenuating circumstances, you should schedule a meeting with Vicki Fewell at victoria.fewell@med.uvm.edu



The University of Vermont

Memorandum

TO: Health Care Provider

FROM: Clinical Education Staff

DATE: April, 2019

SUBJECT: College of Nursing and Health Sciences Health Clearance Requirements

You are receiving the attached University of Vermont immunization record form because your patient is participating in clinical education as part of the curriculum within one of the College of Nursing and Health Sciences (CNHS) academic programs. CNHS follows CDC recommendations for health care professionals. **Although from a professional standpoint, you may feel that your patient doesn't need some of these requirements, from a health profession standpoint, it is required.**

Please take the following action:

- **Complete the attached form in its entirety.** As the licensed health care provider, please make sure to sign and date the bottom of the immunization form. Students must submit their requirements on the school form. Lists of immunizations or lab reports are not accepted, except for a radiology report if it is the student's first time with a positive PPD.
- **If there is no record of 2 doses of the Varicella vaccine, please test for immunity to Varicella with a titer.** Due to the history of Varicella sometimes not being accurate, our approach is to check with a titer if there is no documentation of two doses of the vaccine. Those whose titer is negative should receive 2 doses of the Varicella vaccine and need not have further immunity testing.
- **CNHS students are required to complete a series of 3 Hepatitis B vaccinations, followed by a positive titer.** If the titer is negative or indeterminate, please repeat the full series of 3 doses, followed by another titer. A booster is not acceptable and the series must be repeated. UVM follows the CDC guidelines of doses at 0, 1 and 4 months from the first dose and a titer 1 to 2 months following the third dose. Should the second titer not demonstrate immunity, the student is considered a "non-responder" and should be informed accordingly of their risks for working in the health care field.
- For Hepatitis B titers and PPD results, please **circle the result.**

If you have any questions/concerns, please contact Vicki Fewell at (802) 656-3811 or

Victoria.Fewell@med.uvm.edu Thank you for your assistance in this process.

COLLEGE OF NURSING AND HEALTH SCIENCES

106 Rowell Building, 106 Carrigan Drive, Burlington, VT 05405-0068

(802) 656-0958 • fax: (802) 656-2191

Equal Opportunity/Affirmative Action Employer



The
UNIVERSITY
of VERMONT

COLLEGE OF NURSING & HEALTH SCIENCES

Name: _____

Date of Birth: _____

Program / Graduation Year: _____

Date: _____

CNHS INSURANCE REQUIREMENTS

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. It is your responsibility to resubmit your insurance if there are any changes.*

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.



The
UNIVERSITY
of
VERMONT

COLLEGE OF NURSING & HEALTH SCIENCES

Name _____
 Student ID# _____
 Date of Birth _____
 Program/Graduation Year _____
 Phone# _____
 Email _____

Hepatitis B Second Series

THIS FORM IS TO BE COMPLETED ONLY IF YOU HAVE A NEGATIVE OR INDETERMINATE HEPATITIS B TITER
Everything MUST be ENTIRELY filled out by your licensed health care provider on this UVM-provided form ONLY.
It is your responsibility to review your form for completeness.
COPIES OF MEDICAL RECORDS/LABS WILL NOT BE ACCEPTED.

Hepatitis B		REQUIRED																								
OR	AND																									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 15%; text-align: center;">Date</th> <th style="width: 15%; text-align: center;">Initials</th> <th style="width: 25%;"></th> <th style="width: 15%; text-align: center;">Date</th> <th style="width: 15%; text-align: center;">Initials</th> </tr> </thead> <tbody> <tr> <td>Dose #4 date:</td> <td>_____</td> <td> _____</td> <td>Dose #4 date:</td> <td>_____</td> <td> _____</td> </tr> <tr> <td>Dose #5 date:</td> <td>_____</td> <td> _____</td> <td>Dose #5 date:</td> <td>_____</td> <td> _____</td> </tr> <tr> <td>Dose #6 date:</td> <td>_____</td> <td> _____</td> <td>Dose #6 date:</td> <td>_____</td> <td> _____</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 10px;">Timeline for doses: Receive 1st dose, receive 2nd dose 1 month later, receive 3rd dose 4 months from 1st dose; Receive titer 1 to 2 months after 3rd dose.</p>		Date	Initials		Date	Initials	Dose #4 date:	_____	_____	Dose #4 date:	_____	_____	Dose #5 date:	_____	_____	Dose #5 date:	_____	_____	Dose #6 date:	_____	_____	Dose #6 date:	_____	_____	Twinrix (Hep A&B)	<p>Date and results of lab titer</p> <p>Hep B Surface Ab date: _____</p> <p>circle result: pos neg indeterminate</p> <p>Health Care Provider Initials: _____</p>
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Licensed Health Care Provider Attestation		
<p>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.</p>		
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. You will need to pick up your form and submit it 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.



The
UNIVERSITY
of **VERMONT**

COLLEGE OF NURSING & HEALTH SCIENCES

Name: _____
 Date of Birth: _____
 Program / Graduation Year: _____
 Date: _____

INFLUENZA VACCINE PRE-CLINICAL REQUIREMENT

Influenza Vaccination			
Date Administered	_____	Manufacturer	_____
Lot Number	_____	Expiration Date	_____

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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.		
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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

Q: What are CNHS Mandatories?

A: CNHS Mandatories are college requirements that include proof of immunizations, health insurance, HIPAA/OSHA training, program memberships, etc. that all students need to fulfill to take part in clinical education. Depending on the requirements of your clinical placement site, there may be additional requirements to fulfill such as a physical exam, drug screen, background check or additional PPD test.

Q: How do I submit my documentation?

A: The College of Nursing and Health Sciences uses an online immunization tracker called CastleBranch for health clearance and mandatory requirements for all programs. Once you register and set up your account you will use the same account for the length of time you are in the College of Nursing and Health Sciences. Instructions regarding the use of CastleBranch for submitting your program mandatories will be emailed to you. Please note, UVM's Center for Health and Wellbeing will not submit your documents for you. You will need to receive your documents from them 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.

It is important to give yourself plenty of time to complete these requirements and to pay attention to email reminders and take action on requests.

Q: What is a titer?

A: A titer is a blood test to determine whether a vaccination has provided immunity against the disease. Titer results should be positive to indicate immunity.

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 expiration and submit an updated copy of the front and back of your CPR card with signature(s) to CastleBranch.

Q: Will you accept the American Red Cross Challenge Exam for my CPR Certification course?

A: No. This is a refresher course and not a certification course.

Q: How do I find out about upcoming CPR classes?

A: CNHS offers CPR courses at least twice per semester. You will receive email notices regarding how to sign up through <http://vtsafetynet.com/> for upcoming CPR course dates.

Q: How do I register for a CPR class?

A: To register for a course through the American Heart Association, go to <http://vtsafetynet.com/>. Click on the "Take a Course" tab at the top. Click on the "BLS for the HealthCare Provider" course and fill out the registration. Payment will be due in cash at the class. (It will say FREE on the website but that is only for registration purposes.) The course we offer is \$40 and is offered at a substantially discounted cost for UVM students.

Hepatitis B

Hepatitis B - Receive 1st dose, Receive 2nd dose one month later, Receive 3rd dose four months from 1st dose; Receive titer 1 to 2 months after 3rd dose.

Q: What if my Hepatitis B titer is negative?

A: If you received a negative Hepatitis B titer, ask your health care provider to revaccinate you with the **three dose series as noted above**. After the series, you will need another titer. You must receive all three doses. **If you only receive two doses and a titer you will be asked to return to your health care provider to get the third dose and another titer.** It is required that you submit each dose after it is given on the same updated Pre-Clinical Mandatories form in the Repeat Hepatitis B section and the titer when it is complete. If you are participating in your clinical experience with a negative titer, please ensure that you have talked with your health care provider about universal precautions to prevent Hepatitis B infection.

Q: How long after my three doses of Hepatitis B vaccinations can I have a titer drawn?

A: The titer should be done one to two months after your third dose of the Hepatitis B vaccine.

Q: Can I see two health care providers to complete my Hepatitis B series?

A: Yes. If you plan to see two health care providers to complete your Hepatitis B series, please ensure that you provide your second health care provider with a completed form showing your most recent doses. Use one CNHS Hepatitis B Second Series form when seeing multiple healthcare providers.

Q: What if my Hepatitis B titers keep showing as negative?

A: If you have completed (2) three dose series of the Hepatitis B vaccinations and your titers are still negative, you are considered to be a non-responder. Talk with your health care provider about precautions to prevent Hepatitis B infection. Please have your health care provider complete the Hepatitis B section of the Pre-Clinical Mandatories form.

Varicella

Q: How do I know if I need a titer?

If you have had two doses of the Varicella vaccine you do not need a titer. If you have a history of the disease and have not had two doses of the vaccine, you will need a positive titer to show immunity.

Q: My Varicella titer is indeterminate or negative. What should I do?

A: If your Varicella titer is indeterminate or negative, you are required to have two Varicella vaccinations. After receiving the vaccinations, no further action is needed.

HIPAA/OSHA Training

Q: How often do I need to complete HIPAA/OSHA training?

A: You are required to take *annual* on-line training through Evolve e-learning for HIPAA/OSHA training. OSHA training includes courses such as Bloodborne Pathogens, and Personal Protective Equipment. Information regarding these trainings will be emailed to you.

Q: What happens if I can't access my coursework once I sign in to Evolve?

A: In order to see your courses you should make sure you allow Pop-Up Windows. You can do this by going to your toolbar under Tools, Options, and Privacy and Security and making sure that the Block Pop-up Windows box is **not** checked off.

Influenza Vaccination

Q: Am I required to get a flu shot?

A: Yes, as a CNHS student you are required to receive an annual influenza vaccination both to protect yourself, and also to protect the patients with whom you come into contact.

PPD

Q: If I have a PPD Skin Test and it is positive, what should I do?

A: *First time positive only:* 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 done by your healthcare provider and chest x-ray. You will need to submit a copy of the radiology report, the Symptom Checklist form, and the PPD form signed by your healthcare provider to CastleBranch.

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 review. Bring your TB Symptom Checklist form to your appointment for the healthcare provider to fill out and sign. You will need to submit your Checklist in CastleBranch.

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. Walk-in clinics and pharmacies will also provide these services.

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. **You will know your mandates are complete when all document trackers on your CastleBranch account display a green check mark. Take action to complete any requirement they reject.**

It is your responsibility to coordinate and maintain compliance and record keeping. The program will facilitate coordination to clinical sites, but this does not eliminate the need for you to maintain quickly available, complete and updated requirements at any time.

Proof of Health Insurance (copy of your card), the Health Insurance form, PPD test, and the Influenza vaccine are all annual requirements.

Q: Does CNHS cover the cost of my immunization and serology work?

A: No, it is your responsibility to cover the cost. If you visit the UVM's Center for Health and Wellbeing 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: Vicki Fewell
College of Nursing and Health Sciences
106 Carrigan Drive, 302 Rowell Bldg.
Burlington, VT 05405

(802) 656-3811

Victoria.Fewell@med.uvm.edu