



### Affiliated Student On-Boarding Checklist

The following apply to all affiliated students/instructors on UMMC’s campus. Affiliated students are encouraged to utilize the UMMC Affiliated Student Health Form to document TB screening and immunization compliance.

<b>Affiliation Agreement</b>	An academic affiliation agreement between UMMC and the associated school/program is required.										
<b>Course Objectives for UMMC Affiliated Student Coordinator</b>	The affiliated school program coordinator must contact the UMMC Affiliated Student Coordinator for the corresponding area to discuss the potential affiliated placement and send the course objectives for the learning experience.										
<b>Affiliated Student Spreadsheet</b>	The affiliated school program coordinator should complete the <b>Affiliated Student Spreadsheet</b> and submit it to the secure portal at <a href="http://www.umc.edu/affiliated_students/">www.umc.edu/affiliated_students/</a> between <b>4 to 8 weeks</b> prior to the requested start date.										
<b>Documentation</b>	The affiliated school program coordinator should maintain the health/immunization documentation for all affiliated students/instructors for 2 years following affiliated student placements and provide it to UMMC when requested during the auditing process. Affiliated schools/programs that fail to provide this documentation during audits may no longer be allowed to send affiliated students to UMMC.										
<b>TB Screening</b>	<p>The affiliated student/instructor must have documentation of negative TB screening consistent with the following conditions:</p> <table border="1" data-bbox="365 1087 1495 1457"> <thead> <tr> <th>Condition</th> <th>TB Screening Requirement</th> </tr> </thead> <tbody> <tr> <td>No prior TB screening</td> <td>Baseline TB blood test or 2-step TB skin test completed within 1-90 days prior to the UMMC start date</td> </tr> <tr> <td>Negative TB skin or blood test &gt; 12 months</td> <td>Repeat TB blood test or 2-step TB skin test completed within 1-90 days prior to the UMMC start date</td> </tr> <tr> <td>Prior negative TB baseline screening and TB skin or blood test within past 12 months</td> <td>Annual repeat TB blood test or 1-step TB skin test</td> </tr> <tr> <td>Previous positive TB blood or TB skin test</td> <td>Healthcare provider reviews pulmonary history, chest X-ray, and evaluation/treatment record and verifies clearance on the UMMC Affiliated Student Health Form: Part B</td> </tr> </tbody> </table> <p>The affiliated school/program must maintain the documentation and provide it to UMMC when requested during future audits. Affiliated schools/programs that fail to provide this documentation during audits may no longer be allowed to send affiliated students to UMMC.</p>	Condition	TB Screening Requirement	No prior TB screening	Baseline TB blood test or 2-step TB skin test completed within 1-90 days prior to the UMMC start date	Negative TB skin or blood test > 12 months	Repeat TB blood test or 2-step TB skin test completed within 1-90 days prior to the UMMC start date	Prior negative TB baseline screening and TB skin or blood test within past 12 months	Annual repeat TB blood test or 1-step TB skin test	Previous positive TB blood or TB skin test	Healthcare provider reviews pulmonary history, chest X-ray, and evaluation/treatment record and verifies clearance on the UMMC Affiliated Student Health Form: Part B
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<b>COVID-19 Vaccination</b>	<p>Proof of COVID-19 vaccination that includes:            (1) record of vaccine, (2) date(s) of vaccine administration, (3) lot number(s), and (4) vaccine manufacturer.</p> <p>An affiliated student with a medical or religious accommodation approved through the affiliated program’s COVID-19 vaccine policy and accommodation review processes must wear an N-95 mask at all times while on UMMC campuses. N-95 masks must be provided by the affiliated student or affiliated program. The affiliated program must document the program’s accommodation review and approval and provide it to UMMC when audited. If an affiliated program does not have a COVID-19 vaccine policy with process for accommodation review and approval, the affiliated student must be fully vaccinated to participate in the UMMC affiliated student placement.</p>										

<b>Immunization History</b>	<p>Affiliated students/instructors must meet the following UMMC requirements:</p> <ul style="list-style-type: none"> <li>▪ 2 MMR vaccines (or positive measles, rubella and mumps titers).</li> <li>▪ 2 Varicella vaccines (or positive titer).</li> <li>▪ Tdap vaccine (tetanus, diphtheria and acellular pertussis) within 10 years (or Td booster within 10 years if prior dose of Tdap received after age 11).</li> <li>▪ Hepatitis B vaccine 3-dose series (or 2-dose Heplisav-B series after 11/2017 for ages 18 and older) or positive Hepatitis B surface antibody titer or a UMMC declination statement. UMMC recommends Hepatitis B vaccine series and a positive antibody titer for optimal clinical safety.</li> </ul> <p>The affiliated school/program must maintain the documentation and provide it to UMMC when requested during future audits. Affiliated schools/programs that fail to provide this documentation during audits may no longer be allowed to send affiliated students to UMMC.</p>
<b>Influenza (Flu) Vaccine</b>	<p>The affiliated program must ensure student/instructor receives influenza (flu) vaccination during flu season and obtain documentation. Flu season is established each year by the CDC or the Mississippi State Department of Health and will include any additional period of time related to appearance of novel strains of flu.</p> <p>An affiliated student with a medical or religious accommodation approved through the affiliated program’s flu vaccine policy and accommodation review process must wear an N-95 mask (provided by the affiliated student or affiliated program) at all times while on UMMC campuses. The affiliated program must document the program’s accommodation review and approval and provide it to UMMC when audited. If an affiliated program does not have a flu vaccine policy with process for accommodation review and approval, the affiliated student must be vaccinated to participate in the UMMC affiliated student placement.</p> <p>The affiliated school/program must maintain the documentation and provide it to UMMC when requested during future audits. Affiliated schools/programs that fail to provide this documentation during audits may no longer be allowed to send affiliated students to UMMC.</p>
<b>Criminal History Review</b>	<p>At least 4 weeks before the start of the learning experience at the UMMC Jackson or Grenada campuses, the affiliated program coordinator or individual affiliated student (whichever is applicable) must schedule badging/criminal history review appointments using the online scheduling system:  <a href="https://hrumc.acuityscheduling.com/schedule.php?appointmentType=category:Affiliated+Student+Badging">https://hrumc.acuityscheduling.com/schedule.php?appointmentType=category:Affiliated+Student+Badging</a>.</p> <p>For rotations with the UMMC campus in Holmes County, please contact Kimberly Sellars at <a href="mailto:ksellars@umc.edu">ksellars@umc.edu</a>.</p>
<b>ID Badge</b>	<p>Affiliated students/instructors will receive UMMC ID badges following the criminal history review that must be worn at all times. The badges should be returned to the UMMC HR Service Center at the conclusion of the learning experiences.</p>
<b>EPIC Training</b>	<p>If access to Epic, UMMC’s electronic health record, is required for the UMMC affiliated learning experiences, training instructions are sent to external email accounts. For questions, contact <a href="mailto:EPICStudentTraining@umc.edu">EPICStudentTraining@umc.edu</a>.</p>
<b>Online UMMC Orientation and Compliance Training</b>	<p>Affiliated students/instructors must review the UMMC orientation, compliance training, and information security video/policy found at <a href="https://www.umc.edu/affiliated_students/">https://www.umc.edu/affiliated_students/</a>. Online attestation forms acknowledging completion of the orientation and compliance training and adherence to all UMMC policy and procedures must be submitted prior to the requested start dates.</p>
<b>For Current UMMC Employees Completing Affiliated Student Placements</b>	<p>If a current UMMC employee is enrolled/employed at an external academic institution and is completing a UMMC affiliated student placement as a student/instructor of that external institution, the UMMC employee must complete all the affiliated student onboarding requirements. All affiliated student/instructor learning placements must occur outside of the UMMC employee's paid work hours. The UMMC employee must obtain a second UMMC ID badge and wear at all times during the affiliated student placement to identify himself or herself to patients, faculty, and staff as an affiliated instructor or student in training. Any access to the medical record must occur in the assigned Epic affiliated student/instructor role.</p>