



Affiliated Student On-Boarding Checklist

The following requirements apply to all affiliated students/instructors on UMMC's campus.

UMMC Requirements													
Affiliation Agreement	An academic affiliation agreement between UMMC and the associated school/program is required.												
Course Objectives for UMMC Affiliated Student Coordinator	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.												
Affiliated Student Spreadsheet	The affiliated school program coordinator should complete the Affiliated Student Spreadsheet and submit it to the secure portal at www.umm.edu/affiliated_students/ between 4 to 8 weeks prior to the requested start date.												
TB Screening	The affiliated student/instructor must have documentation of negative TB screening consistent with the following conditions:												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e1eef6;"> <th style="text-align: left;">Condition</th> <th style="text-align: left;">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 > 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>Exposure to TB case or recent travel to TB endemic country since last TB test (even if last TB test < 12 months)</td> <td>Repeat TB blood test or 1-step TB skin test</td> </tr> <tr> <td>Previous positive TB blood or TB skin test</td> <td>Complete and submit a current pulmonary history form and submit record of evaluation and treatment of prior positive TB test (TB screening test result, chest X-ray, treatment if any received)</td> </tr> </tbody> </table>	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	Exposure to TB case or recent travel to TB endemic country since last TB test (even if last TB test < 12 months)	Repeat TB blood test or 1-step TB skin test	Previous positive TB blood or TB skin test	Complete and submit a current pulmonary history form and submit record of evaluation and treatment of prior positive TB test (TB screening test result, chest X-ray, treatment if any received)
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The affiliated school/program must maintain the documentation and provide it to UMMC when requested during future audits.													
Influenza (Flu) Vaccine	<p>The affiliated student/instructor must have documentation of influenza vaccination during influenza season. An approved religious or medical exemption request must meet standards outlined in the UMMC mandatory influenza vaccine policy and procedure. Those with an approved exemption must wear a face mask (N-95 respirator) while on any UMMC campus during influenza season. It is the responsibility of outside institutions to verify vaccination via documentation and to confirm with UMMC supervisors that an affiliated student/instructor wears a face mask (N-95 respirator) at all times (if approved exemption). The affiliated school/program must maintain the documentation and provide it to UMMC when requested during future audits.</p> <p>Influenza season is established each year by the Center for Disease Control and Prevention (CDC) or the Mississippi State Department of Health and will include any additional period of time related to appearance of novel strains of influenza.</p>												

Immunization History	<p>Affiliated students/instructors must meet the following UMMC requirements:</p> <ul style="list-style-type: none"> ▪ 2 MMR vaccines (or positive measles, rubella and mumps titers) ▪ 2 Varicella vaccines (or a positive titer or history of disease based on physician diagnosis) ▪ 3 Hepatitis vaccines (or positive hepatitis B antibody titer or have on file a UMMC declination statement) ▪ Tdap vaccine (tetanus, diphtheria and acellular pertussis) within 10 years <p>The affiliated school/program must maintain the documentation and provide it to UMMC when requested during future audits.</p>
Criminal History Review	<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:</p> <p>https://hrumc.acuityscheduling.com/schedule.php?appointmentType=category:Affiliated+Student+Badging.</p> <p>For rotations with the UMMC campus in Holmes County, please contact Kimberly Sellars at ksellars@umc.edu.</p>
ID Badge	<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>
EPIC Training	<p>If access to Epic, UMMC's electronic health record, is required for the UMMC affiliated learning experiences, training instructions will be sent to external email accounts. For questions, contact EPICStudentTraining@umc.edu.</p>
Online UMMC Orientation and Compliance Training	<p>Affiliated students/instructors must review the UMMC orientation, compliance training, and information security video/policy found at https://www.umc.edu/affiliated_students/. 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>
Documentation	<p>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.</p>
For Current UMMC Employees Completing Affiliated Student Placements	<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>