



Rotation Requirements for Affiliated Students

Student Services processes **Affiliated Students** that are completing a clinical or non-clinical rotation at Children's Health for school credit, not resume building
Student Services, Occupational Health, and the Badge Office are NOT open on weekends

REQUIREMENTS INCLUDE:

- School must have a signed and current Affiliation Agreement
- ✓ Agreement with Children's Health must be valid through entire rotation for student to be cleared
- Proof of liability insurance as outlined in contract
- Provide legal name (no nicknames)
- Children's Health Immunizations Requirements – defined below
- Negative Drug Screen – defined below
- Clear Criminal Background Check – defined below
- Signed Confidentiality Form
- Signed Waiver and Release of Medical Liability or Worker's Compensation
- School Attestation Letter (template provided)
- Any other licensure and/or BLS as required by Hosting Department
- Online Training as assigned

Students meet Children's Health requirements by completing Student Paperwork and returning it by email

- **Health Form & TB Questionnaire**
- ✓ All documentation must be sent with form unless your school is on the approved Attestation Letter List
- **Confidentiality Form**
- **Waiver and Release of Medical Liability**
- Required training as assigned

Schools meet Children's Health requirements by providing a signed Attestation Letter on school letterhead for student(s)

- Must use template sent with student paperwork

PROCESSING OVERVIEW

- Hosting Department places request for student at least 3 weeks prior to start date (1 week for employees)
- Once all requirements have been met, student will receive an email from Student Services clearing them to start clinicals.
- If you do not have an email, you are not clear to start your rotation.

DURING ROTATION AT CHILDREN'S

- Student is responsible for ensuring they receive clearance email at least one week prior to start date.
- Students must take clearance letter with them to the badge office.
- Students must pick up Children's Health student badge prior to starting rotation
- Children's Health picture ID badge must be worn always
- Children's Health Dress Code policy must be followed always
- Personal cell phones are NOT allowed on the units
- Hosting Departments should provide handbook to student and provide Epic access to students if needed.

END OF ROTATION

- Badges **MUST BE** returned to the Badge Office at the end of your rotation
- Hosting departments will provide students end of rotation survey
- If student is hired during or after their rotation, please let your recruiter know you were here as a student

IMMUNIZATIONS: *All students must provide completed Health Form*

- Health Form must be complete, or it will not be accepted
- Documentation must be provided to support everything on form
 - Some schools are approved to submit an attestation letter in lieu of documentation
 - If your school is on this list you will be notified, otherwise documentation is required
- **Please note:**
 - Children's Health does not provide health screens for students
 - Documentation of a TB skin test must include site date placed AND read, result (positive or negative) and measurement - even if zero (0) millimeters.
 - Schools providing an attestation letter must be able to provide documentation for students within a reasonable time if asked to do so by Children's Health during our auditing process or during a survey.
- **Required information on the Health Form:**
 - **TB testing:** Test is required annually and must be current through your entire rotation.
Complete Annual Tuberculosis/N95 Mask Screening questionnaire AND Testing Option 1 OR 2
Option 1 (preferred method) - TB blood test (Quantiferon Gold, T-Spot, etc.)
Option 2 - TB skin testing – Two-Step Testing (baseline skin test plus additional skin test) then annual requirement
 - **Baseline Testing: Two-Step Test**
 - Two-step testing with the Mantoux tuberculin skin test (TST) should be used for baseline or initial testing. Some people with latent TB infection have a negative reaction when tested years after being infected. The first TST may stimulate or boost a reaction. Positive reactions to subsequent TSTs could be misinterpreted as a recent infection.
 - **Step 1** - Administer first TST following proper protocol and then review and document
 - Positive — consider TB infected, no second TST needed; evaluate for TB disease.
 - Negative — a second TST is needed. Retest in 1–3 weeks after first TST result is read.
 - **Step 2** - Administer second TST 1-3 weeks after first test and then review and document results
 - Positive — consider TB infected and evaluate for TB disease.
 - Negative — consider person not infected.
 - **Annual Requirement (if applicable)**
 - After initial Two-Step testing annual screening is required
 - If history is negative, new test
 - If history is positive, required to complete a questionnaire from Children's Health Occ Health
 - ***A Chest x-ray is required for a positive TB test in either option**
 - Provide documentation of the positive test as well as your x-ray documentation (free from disease)
 - X-ray must be less than one year old prior to document date
 - 2 **MMR's** or positive titers to measles, mumps, rubella
 - 2 **Varicella** vaccines or positive titer
 - **Tdap vaccine**
 - **Flu vaccine** during flu season – usually September to April
 - Clinical students only - 3 Hep B vaccinations or positive titer
 - ✓ Must have a complete series and/or a positive titer
 - ✓ If 2 doses and then a positive titer, the 3rd dose is still needed

For clarification, the following are documents that are accepted by Children's Health to confirm that the student has received the referenced vaccine:

- Vaccine records from a physician's office; must be signed by the physician or the person who administered the vaccine; must include date of administration; example is Childhood Immunization Record
- Vaccine administered at a clinic; includes date of administration, lot number, signature of person who administered vaccine

Records that Children's Health will not accept as proof of documentation:

- Any school's (elementary, high school or college) Nursing Immunization Form even if it has been signed off by a physician
- The University's Health Record
- A cash register receipt for a vaccination

DRUG SCREEN: *Included in attestation letter/If school will not attest, students must provide actual document*

- Children's Health does not pay for or provide drug tests for students.
- Student's school/university will attest that student(s) meet Children's Health drug test requirements below
 - Effective January 1, 2020, all new students are required to pass (negative results) a urine-based **Health Professional Profile Comprehensive I drug screen**
 - Any student who is continuing in their program (continuing in program they were enrolled in 2019), schools will be allowed to attest to passing (negative results) the previously required **10 Panel drug screen** and will not be required to meet new requirement
- If the student's university declines to attest to drug test (because it was not an enrollment requirement for school), students can use a Quest Diagnostic Collection Site of their choice at their own cost and provide results to school for attestation letter or provide results to Children's Health if school will not attest.
 - Call 1-800-877-7484 or visit website <https://secure.questdiagnostics.com/hcp/psc/jsp/SearchLocation.do> to locate a convenient collection site.
 - You must request this drug test for personal reasons, not for pre-employment, which would require an order or code.
 - Results will go directly to student
 - Drug tests can be requested during rotation for reasonable suspicion

Drug Screening can have up to four steps:

- Collection Process
 - Laboratory Processing
 - GC/MS Confirmation on all Non-Negatives
 - Medical Review Officer on all Non-Negatives
- *By following these steps everyone is held to the same standard.

Laboratory:

All tests will be processed at a certified SAMHSA (Substance Abuse & Mental Health Services Administration) laboratory. The minimum standard drug screen panel is a **Healthcare Professional 10-panel** with integrity checks for Creatinine and PH levels, acceptable and unacceptable test ranges will follow the 49 CFR Part 40 Federal Standards. SAMHSA laboratories are certified and regulated by the federal government assuring the highest standards. **All Non-Negative Specimens** are frozen and maintained in a secure area, with limited access, for one year in the event that a retest is required.

GC/MS Confirmation on all Non-Negatives:

All Non-Negative specimens will be confirmed via GC/MS confirmation. This step is performed at the SAMHSA laboratory. The result of the GC/MS confirmation is sent to an independent Medical Review Officer, along with a copy of the Chain of Custody.

Medical Review Officer (MRO) on all Non-Negatives:

The independent MRO is the impartial "quality assurance" component who advocates for the accuracy and integrity of the drug testing process. The quality assurance review of the drug testing process for the specimens, determines if there is a legitimate medical explanation for laboratory confirmed positive GC/MS, adulterated, substituted and invalid drug test results, ensure the timely flow of test result and other information to school / college and protect the confidentiality of the drug testing information. The MRO reviews all GC/MS results from the SAMHSA laboratory. If the result remains positive, the MRO contact the student/faculty to determine if there is a valid prescription for the drug in question. If a valid prescription exists and specimen is within prescribed limits, the test result is deemed to be "negative" and acceptable. The MRO is a medical doctor who specializes in the interpretation of drug screen results. Medical Review Officers do not make placement decisions; they simply pass along information regarding legal versus illegal drug use or consumption. Medical Review Officers are not required but are beneficial in making placement decisions. If follow up with MRO is needed, students/faculty are expected to do so within the MRO's or school's specified time limit.

The MRO is completely independent of all parties in the testing process, including the collection, the SAMHSA laboratory, the school/college and the individual student/faculty. This is the de facto gold standard in drug testing. The MRO is the **ONLY** person who can make a final decision about a non-negative drug screen.

BACKGROUND CHECK: *Included in attestation letter/If school will not attest, students must provide actual document*

- Children's Health does not pay for or provide background checks for students
- Students will need to have his/her university run a criminal background check that meets Children's Health requirements prior to beginning any rotation
- If the student's school/university declines to perform a background check, the student will need to obtain one through GroupOne Services at their own cost
 - *Contact Student Services for a link to Group1 that will allow you to enter your information and credit card for background check.*
 - *Please keep in mind the criminal background check generally averages 2-3 days for residents and 3-5 days for out of town students.*
- *Criminal background checks should review a person's criminal history. The check should include the cities and counties of all known residences, not just the DFW area.* The following criminal histories are examples of actions that may disqualify an individual from consideration for the rotation. This list is for example purposes and is not an exhaustive list. (Each criminal record or individual will be assessed according to EEOC requirements):
 - Felony convictions/deferred adjudications
 - Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse), illegal use or distribution of drugs
 - Misdemeanor convictions or deferred adjudications related to moral turpitude (prostitution, public lewdness/exposure, theft under \$1,500, computer crimes of fraud, etc.)
 - Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances
 - Registered sex offenders
 - OIG, GSA, and Medicaid Sanctions Terrorist Suspect List
 - Pending charges and warrants for arrest

For more detailed information, please reference the following:

- Children's Health policy [CP 1.02 Academic Affiliations](#)
- Affiliation contract with Children's Health
- DALLAS-FORT WORTH HOSPITAL COUNCIL FOUNDATION Regional Standards for Drug Screening, Background Checks & Immunizations (Effective as of 1/1/16)