

UNIVERSITY
OF MINNESOTA

**Medical School
Duluth**

MEMORANDUM

To: University of Minnesota Medical School Duluth Applicants

From: Alan M. Johns, M.D., M.Ed., Interim Assistant Dean for Admissions

Re: Immunization Clearance Form and Blood Borne Pathogen Policy

Attached are three documents: 1) the Immunization Clearance Form; 2) a memo to new students from Ross Janssen, Director of the Office of Occupational Health and Safety; and 3) the Policy for Prevention of and Response to Educational Exposures to Blood Borne Pathogens and Tuberculosis.

The required immunizations and/or tests are a condition of your enrollment in any AHC school. First year students in any of the Academic Health Center (AHC) schools, including both the Duluth and Twin Cities campuses of the University of Minnesota Medical School, are expected to have this requirement completed prior to entering AHC programs. If you are accepted, you must submit proof of the immunizations and vaccinations by turning in the Immunization Clearance Form which is attached. We will forward copies to Boynton Health Services who will determine compliance and also the UMD Health Services. You may use multiple copies to reach compliance by downloading the form at:

http://www.bhs.umn.edu/download/AHC_ImmForm-1.pdf

Please read these documents carefully. As freshman and sophomore medical students at the Medical School Duluth, you are considered AHC students and must follow these procedures and requirements. If you are exposed to blood borne pathogens, you must contact Boynton Health Services (on the Minneapolis campus of the University of Minnesota) immediately and report the exposure to the triage nurse as indicated in the policy. You must also notify the UMD Health Services and your preceptor at your site. The follow-up procedure as described is critical.

If you have any questions, please do not hesitate to contact me.

University of Minnesota — Academic Health Center — Student Immunization Record

New/P co g. Hktu/P co g. O K	Dkt vj "F cvg" O qpjv ""F c{ " I" gct"	Uwf gp vK %"
Utg gvCf f tgu"	Return completed form to Kathy Piper, Student Affairs Office 1035 University Drive Duluth MN 55812 or fax it to 218-726-7057 Questions? Call 218-726-8873"	""E qngi g'qt "Uej qqr""K T gukf gpv'wug'oi O G6+"
Elv(.Ucvg.\ R"		""F gi tgg'Rt qi tco 'qt "T gukf gpe{ I Hmny uj lr "

Vj ku'htq to 'o wuv'dg'eqo r nxygf "cpf"uwo kvxf "y kj 'vj g'r tqr gt "uki pcwtgu'vq" Dq {pvpj "J gcnj "Ugtxleg0" K'y km'dgego g't ctv'qh" {qwt "qihlekribo gf lecri" tgeqtf 0' K'ku'vj g'uwf gpv'at'gur qpukdkrk{ "vq'cej lxxg'eqo r nkcepg'y kj "CJ E "ko o wplk cvkqp'tgs vktgo gpv'0'

Mggr "c"eqr { "qh'vj ku'htq to 'cpf"cp{ "qvj gt "f qewo gpvcvqp'ht" {qwt "tgeqtf u0 [qw'bo c{ "uwo k'o wnk rg'eqr lgu'qh'vj ku'htq to . 'gcej "f qewo gpv'kpi "f khtg gpv" tgs vktgo gpv'0'Rgcug"cmqy "y q'dwukpguu"fc{u'htq" {qwt "ko o wplk cvkqp'lphtq o cvkqp'vq'dg'w' f cvgf "cpf "ht" j qrf "vq'dg'tgo qxgf 0'You may download a personalized version of this form by logging into www.myU.umn.edu with your University of Minnesota internet ID and clicking on the "Health and Wellness" tab. If you do not have a University internet ID, you may download a non-personalized PDF version of the form at <http://www.ahc.umn.edu/immunizationform/>"

Required Immunization	Dates Immunizations Received OR			Antibody Titres Results	Provider Signature and Date <small>O wuv'dg'OF .F Q. TPE .RC .PR .TP .NRP "qt "EOC" (May NOT be the student or parent)</small>
Hepatitis B (Hep B) <small>Tgr qtv5 "f qugu'or vktg't guwmu"</small>	F qug'3 "F cvg"	F qug'4 "F cvg"	F qug'5 "F cvg"	- "1"/"	1" 1" OO ""FF""[[[[]]
Varicella (Chicken Pox) <small>Tgr qtv4 "f qugu'RU vktg't guwmu"</small>	F qug'3 "F cvg"	F qug'4 "F cvg"		- "1"/"	1" 1" OO ""FF""[[[[]]
Measles (Rubeola) <small>Tgr qtv4 "f qugu'chgt "ci g'34"o qpjv u" or vktg't guwmu"</small>	F qug'3 "F cvg"	F qug'4 "F cvg"		- "1"/"	1" 1" OO ""FF""[[[[]]
Mumps <small>Tgr qtv4 "f qugu'chgt "ci g'34"o qpjv u'or vktg't guwmu"</small>	F qug'3 "F cvg"	F qug'4 "F cvg"		- "1"/"	1" 1" OO ""FF""[[[[]]
Rubella (German Measles) <small>Tgr qtv4 "f qugu'chgt "ci g'34"o qpjv u'or vktg't guwmu"</small>	F qug'3 "F cvg"	F qug'4 "F cvg"		- "1"/"	1" 1" OO ""FF""[[[[]]
Tetanus/Diphtheria Pertussis (Tdap) <small>O wuv'dg'Lwlf "4227"qt'lvgt"</small>	F qug'F cvg" Vf cr "				1" 1" OO ""FF""[[[[]]
Required TST (Tuberculin Skin Test) (2-step Mantoux)	Date	Induration	Date	Induration	Provider Signature and Date
<small>Tgr qtv'cp { "VY Q "VUV"Vguu'cr r rkgf "o qt g" vj cp'qpg'y ggnicrctv'cpf "y kj lp'qpg'bo qpjv " *required once-0"</small>	Ugr "3 "F cvg"	o o "	Ugr "4 "F cvg"	o o "	1" 1" OO ""FF""[[[[]]
<small>Tgr qtv'bo quv'ewttgpv"VUV"vgu'only if o qt g" tgegpv'v cp'4/uvgr "vgu'v'tgs vktgf "l'icuv"VUV" vgu'ku'o qtg'vj cp'3" { gct'qrf +"</small>	VUV "F cvg"	o o "			1" 1" OO ""FF""[[[[]]

Hqt'cp { "RQUW/KG"VUV"vgu'v' r tqxkf gt "o wuv'f qewo gpv'uvgr u'cngp ""ej guv'z/tc { "gve0<" OO ""FF""[[[[]]

Uki p'cpf "F cvg"

Medical Exemptions 0' Rtqxkf gt "o wuv'f qewo gpv'bo gf lecrieqpf k'k'qpu'vj cv'r tgenw'f g'vj cv'cf o k'p'k'w'cvkqp'qh'ic'tgs vktgf "xceekpg'qt "v'gu'0'

Gzr n'pcv'kqp "q'ht'gz go r v'k'p<"

Uki p'cpf "F cvg"

UNIVERSITY OF MINNESOTA

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426 Church Street S.E.
MMC 501 Mayo
Minneapolis, MN 55455
Office: 612-626-5844
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May 2008

To: New Students to the Academic Health Center Schools or Programs

From: Ross Janssen, Director
University of Minnesota Office of Occupational Health and Safety

Re: Immunization Requirements and Process for Academic Health Center Students

The safety of patients, students, faculty, and staff is the highest priority in the University of Minnesota Academic Health Center (AHC). By AHC policy, students in the AHC schools and programs are required to have current immunizations and/or tests as a condition of enrollment. AHC students in all programs in the School of Dentistry, Medical School, School of Nursing, College of Pharmacy, School of Public Health, and the Center for Allied Health Programs must meet this requirement. Because first year students are expected to have this requirement completed prior to entering AHC programs, I write to inform you how you can assure that you start your academic program in compliance with these requirements. To help you do so, the following information is included in this communication and can be accessed at www.ahc.umn.edu/immunizations:

- A. Required Documented Tests and Immunizations
- B. Process required to obtain documentation

Veterinary Medicine students are exempt from this policy and will be contacted by the College of Veterinary Medicine regarding the immunizations that are required.

Requirements for health professions are different from those recommended for the general population including undergraduate students. The University's requirement for health professions students is consistent with those of the Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and Minnesota state law for health care workers. Students cannot be in patient care settings without the required immunization.

A. Required Documented Tests and Immunizations

Students must have and document the following tests and immunizations.

1. Hepatitis B. Document three doses of the vaccine or antibody titre (blood test) results documenting immunity. **Note: The Hepatitis B series takes four to six months to complete; therefore, if you have not had this series, you should begin this process as soon as possible to comply with this requirement.**
2. Varicella (Chicken Pox). Document two doses of the vaccine or a self-reported history of the disease. If you are unsure whether or not you have had varicella, you may submit antibody titre results documenting immunity.
3. Measles (Rubeola). Document two doses after age 12 months or antibody titre results documenting immunity.
4. Mumps. Document two doses after age 12 months or antibody titre results documenting immunity.
5. Rubella (German measles). Document two doses after age 12 months or antibody titre results documenting immunity.
6. Tetanus/Diphtheria. Document most current dose within the last ten years.
7. A two-step tuberculin skin test (TST) test. Documentation of the two-step TST.
 - a. This test involves placement of a purified protein derivative (PPD) to test for tuberculosis. It must be read 48-72 hours after placement, and the area of indurations recorded. The AHC requires **a second PPD test to be performed two weeks after the first test**. This two-step TST needs to be done once.
 - b. Annual TST. Documentation of an annual TST. If you have had a two-step TST more than one year ago, you should have a standard TST. Annual TST's are required each year you are in your program.
8. Chest x-ray if you have had a positive TST. If you have had a positive TST, your documentation must include the results of your follow-up chest x-ray. Once this documentation is submitted, yearly TST is not required.

We understand that many students have not had a two-step TST before. To understand this requirement for health care workers, you can refer to the immunization website (www.ahc.umn.edu/immunizations) and read the section "Why a Two-Step Tuberculin Skin Test?" Currently, 5% of AHC students are testing positive on the two-step TST and require health consultation.

B. Process required to obtain documentation

- Once you are admitted to an AHC school or program, you can find a personalized form in your University myU Portal under the tab titled "Health and Wellness" at www.myu.umn.edu. You may download a non-personalized Immunization Form located at the following URL:
http://www.bhs.umn.edu/download/AHC_ImmForm-1.pdf.

Print and take this form to your health care provider to complete. A health care provider is defined as a physician (MD and DO), nurse practitioner, physician's assistant, pharmacist, and registered nurse. Often the information may be required from multiple providers. In these cases, a separate Immunization Form for each provider is the preferred way to complete the documentation. It is highly recommended that you keep a copy of all documentation.

Duluth Students: Once you have been accepted, you **must** submit your completed immunization form with your acceptance paperwork. Kathy Piper in our Student Affairs office will forward a copy to Boynton Health Services for you. The original will be kept at the UMD Health Services.

- Boynton Health Services and UMD Health Services staff will review the form and verify whether your immunizations and documentation on the form meet the Board of Regents policy. Your immunization information will become part of your confidential medical record at UMD Health Services as well as Boynton Health Services. **Note: review and verification of your immunizations and form will take Health Services staff approximately two to five days to process. Turning in the form does not confirm that you are in compliance with these requirements. The forms must be processed and verified before compliance is confirmed.**
- Once you are admitted to an AHC school or program, you may check on your immunization status in your University myU Portal under the "Health and Wellness" tab at www.myu.umn.edu.
- If you have completed all requirements, you and your school/college will be notified by email of your status. Your school/college will allow you to enroll in classes and clerkships.
- If you have **not** completed all requirements, your school/college will put a hold on your record, including **not** allowing you to enroll in your classes and rotations.

If you have questions about your immunization status, contact BHS at 612-626-5571 or immunizations@bhs.umn.edu.

As future health professionals, you need to understand infection control for the safety of you and your patients. I appreciate your efforts to comply with these policies.

**Policy for Prevention of and Response to Educational Exposures to
Blood Borne Pathogens and Tuberculosis**

I. Purpose

The purpose of this document is to (1) list the required and recommended immunizations for University of Minnesota Academic Health Center (AHC) students; (2) prevent/manage blood borne and respiratory infections; (3) delineate the management if exposure to blood-borne pathogens should occur to AHC students while they are in the educational setting; and (4) describe the procedure for fit tested mask requirements for AHC students who rotate through areas at high-risk for tuberculosis.

As freshman and sophomore medical students at the Medical School Duluth, when reference is made to Boynton Health Center located on the University of Minnesota campus in Minneapolis, you should instead refer to the UMD Health Services on the UMD campus. The exception to this is the Protocol for Exposure to Blood Borne Pathogens During Educational Experiences (Section VII below), which should be followed as written. As third and fourth year students in Minneapolis, you will then use Boynton Health Services instead.

II. Definitions

For the purpose of this policy, *AHC students* are defined as those current and visiting students who are required in their academic program to have responsibilities in clinical settings and/or community environments with significant exposure to human patients/clients.

An educational exposure to blood-borne pathogens is defined as a percutaneous injury (e.g., a needlestick or cut with a sharp object), contact with mucous membranes or contact with skin (especially when the exposed skin is chapped, abraded, or afflicted with dermatitis or the contact is prolonged or involving an extensive area) with blood, tissues, or other potentially infectious body fluids, which occurs in the educational setting.

The dean of the school, in consultation with Boynton Health Service, will determine whether the school's students are at risk of *significant educational exposure* to patients with blood borne pathogens is defined as actual contact with blood or other potentially infectious body fluids. Significant exposure to patients with tuberculosis is defined as five-minute face-to-face contact with patients who could have active pulmonary tuberculosis disease.

III. Health Insurance Coverage

It is expected that AHC students carry health insurance coverage to cover emergency medical situations. Starting fall semester 2005, all AHC will be automatically enrolled in the University Sponsored Health Benefit Plan (SHBP). This plan provides easy, affordable coverage for the unique needs of AHC students. Each AHC student should carry insurance information at all times on clinical and community educational rotations to have available in emergency situations. For more information on the SHBP, visit the Office of Student Health Benefits website for Duluth campus AHC students: <http://www.shb.umn.edu/duluth/ahc-students/index.htm>.

IV. Immunizations

Required student immunizations and vaccinations are to comply with Minnesota State law and Occupational Safety and Health Administration regulations. Students may be expected to have other requirements by individual schools.

IMPORTANT!

- To register for the academic year, you must have the appropriate immunizations.
- Your failure to have all required immunizations and vaccinations may influence the University's ability to place you in clinical rotations.
- You must carry documentation of immunizations to early practice/shadowing experience, service-learning and clinical rotations sites.

Upon admission to the AHC academic programs, students are required to submit proof of the following immunizations and vaccinations:

Required

- **Measles/mumps/rubella** documentation or positive titre
- **Tuberculosis Skin Test (Mantoux)**
 - AHC students are required to provide documentation of a **two-step** Mantoux test when matriculating into the Academic Health Center. Once enrolled in a school, evidence of an annual Mantoux test or a statement from a provider attesting that the student does not have active tuberculosis (TB) is required.
 - Students who have a positive Mantoux test will be required to complete a chest x-ray. For students not followed by Boynton Health Service, a documented treatment plan will need to be submitted to Boynton Health Service to assure that there is not a risk of transmission to students, faculty or patients.
- **Hepatitis B series** (3 doses) or documented immunity.
- **Past DTP or diphtheria/tetanus** within the last 10 years should be recorded.
- **Varicella Zoster**, positive history, or positive titre (2 doses of vaccine)

An annual influenza immunization and a completed polio series (3 doses) are strongly recommended.

If contraindicated for medical reasons, some of these vaccine requirements will be waived. Students will be required to file a waiver documenting medical contraindication.

If a student declines an immunization for conscientiously held beliefs (e.g., religious or cultural), he/she must submit a vaccine declination form.

Boynton Health Services is designated as the central data repository for AHC student immunization data and annual Mantoux testing. Students who are noncompliant will not be able to register for an academic year without the appropriate immunizations. Students must carry documentation of immunizations to early practice/shadowing experience, service-learning and clinical rotations sites.

A student's failure to have all required immunizations and vaccinations may influence the University's ability to place the student in clinical rotations.

V. General Information Regarding Prevention and Exposure to Blood Borne Pathogens During Educational Experiences

All AHC students in contact with patients or potentially infectious bodily fluids will receive information annually about standard precautions, blood borne pathogens, appropriate basic first aid, and the response procedure portion of this policy. This information will be appropriate to the

student's educational level and the area of professional education. The educational office of the colleges and programs, or a designee will provide the required training.

Effective management of educational exposure to blood-borne pathogens requires coordination among multiple units of the University, Academic Health Center, and rotation sites. It requires training in prevention of injury and in the management of injuries when they occur. While students are not covered by OSHA regulations, the AHC policy is that OSHA regulations will serve to guide decisions regarding student during clinical and community rotations. Therefore, directives will be the same as those provided to employees with occupational injuries and will be developed by the AHC Student Educational Exposure to Blood-Borne Pathogens Task Force.

Experiential educational coordinators in each college and program will assure with the rotation site that students have access to care and first-response prophylactic medication by becoming familiar with facilities and pharmacies in the area of experiential rotations. Students and the BHS will be informed of the access to treatment and prophylactic medications. Preceptors should be familiar with this information and the AHC policies.

Upon arrival at a rotation site, AHC students will seek the information regarding site-specific protocols for managing exposure to blood borne pathogens and be familiar with the AHC protocols for managing education exposure to blood borne pathogens.

AHC students should follow the current protocol for response to educational exposure to blood borne pathogens, listed below.

VI. Prevention of Tuberculosis During Educational Rotations

In accordance with OSHA regulations for health care workers, AHC students will be required to complete mask fit testing. Students will carry documentation of testing and the mask requirements during rotations.

Properly fitted face masks offer protection against inhalation of airborne pathogens. Place a mask before entering a room where there is a risk of respiratory exposure. In the hospital, an isolation card posted at the doorway lists protective clothing and other precautions to prevent exposure to a patient's disease.

Health care workers are required to follow OSHA regulations in caring for persons with active tuberculosis. As a student, you will not be allowed to care for a patient with tuberculosis without proper mask fit testing. Your individual rotation site will provide you with instructions in how to handle this specific situation when it arises. If you have completed mask-fit testing, you should carry documentation of testing and the mask requirements during rotations.

VII. Protocol for Exposure to Blood Borne Pathogens During Educational Experiences

If you are exposed to bloodborne pathogens during an educational rotation, the response time is important—you must be seen by a health professional as soon as possible to determine risk factors. When you are on clinical or community educational rotations, you have support from three sources of help in case of exposure:

- Your preceptor at the site
- Boynton Health Services/UMD Health Services
- Your college or program experiential education director.

On the first day of your rotation at a new site, make sure you become familiar with the site-specific protocols for managing exposure to bloodborne pathogens. Your preceptor can assist you with this information.

The protocol steps listed below should be followed if you are exposed to bloodborne pathogens during an educational experience. We recommend that you carry a protocol quick-reference, wallet-sized card with these steps for exposure information with you during educational rotations. These cards are available in your school.

1. Perform basic first aid immediately as instructed in the student orientations prior to rotations. These instructions are:

- Clean the wound, skin or mucous membrane immediately with soap and running water. Allow blood to flow freely from the wound. Do not attempt to squeeze or “milk” blood from the wound.
- If exposure is to the eyes, flush eyes with water or normal saline solution for several minutes.

2. All students on an educational rotation in the State of Minnesota will contact the Boynton Health Service (BHS) 24-Hour Triage Nurse immediately by calling (612) 625-7900 and notify his/her preceptor at the site. **The student will identify him/herself as having a blood-borne pathogen exposure.**

- The BHS Triage Nurse will take the student through a rapid assessment about risk status and direct the student where to seek treatment.
- Students will be expected to contact BHS immediately because of the need for rapid assessment about prophylactic medications, rapid prescribing of medications, if indicated, and the limited capacity of a student to assess his/her own injury.
- Notify your preceptor at the site.
- With assistance of the BHS 24-Hour Triage Nurse and the student’s preceptor or other designated person, the student will attempt to secure pertinent information about the source patient information for discussion during the risk assessment.

3. Standard employee procedures of the institution where exposure occurs will be used for initial assessment of the source patient (permission form, what blood assays to draw, etc.) The standard procedures typically include the following information:

- When: Approximate time of exposure
- Where: Location of exposure (e.g., hospital, office, clinic, etc.)
- What: Source of the exposure (e.g., blood, contaminated instrument, etc.)
- How and How Long: Skin, mucous membrane, percutaneous; and how long (e.g., seconds/minutes/hours), exposure time
- Type of device
- Status of the patient: negative, positive, unknown HIV/Hepatitis B/Hepatitis C status
 - a. Whether or not patient is at risk for HIV, Hepatitis B or Hepatitis C infection
 - b. Multiple blood transfusions (1978-1985)
 - c. IV Drug User
 - d. Multiple sexual partners, homosexual activity
 - e. Known HIV positive/and/or have symptoms of AIDS
 - f. Significant blood or body fluid exposure

4. If the student is assessed at high risk for HIV infection following rapid assessment, the student should seek prophylactic medication treatment immediately. HIV post-exposure prophylactic medication should ideally be instituted, (i.e., first dose swallowed), within two hours. During the evaluation, the BHS Triage Nurse will assist students in selecting the most appropriate location for initial treatment.

5. All students (high risk and low risk) with an exposure should complete a follow-up assessment at Boynton Health Services within 72 hours of exposure. This appointment can be scheduled during the initial assessment with the BHS Triage Nurse (612) 625-7900. The costs of prophylactic medications and follow-up treatment will be covered at Boynton Health Services by student fees. Off-campus treatment will be the student’s personal responsibility or covered by the student’s insurance coverage.

6. All students will complete a Boynton Health Service Reportable Educational Exposure Form and Occupational Exposure Forum and mail or carry these completed forms to the BHS for their scheduled follow-up appointment. These forms will be available for the BHS Triage Nurse. **Students must know that blood-borne pathogen exposure and the possible subsequent treatment are treated as an OSHA incident, requiring documentation in a separate restricted access medical record. Confidentiality is assured.**

7. In accordance with the Needlestick Safety Law, the exposed student will receive prevention discussions, counseling and follow-up on the exposure.

VIII. Mantoux testing (tuberculosis screening):

The University of Minnesota Medical School requires all entering (matriculating) students to have recorded the result of a Mantoux test at the time of entering medical school or within the past six months, or, in the case of known or identified Mantoux positive individuals, a chest X-ray which indicates the absence of active tuberculosis.

Before beginning full time clinical work, in the third year for most students, the Medical School requires that Mantoux testing again be performed and results recorded. Known or identified Mantoux positive individuals must have a chest X-ray which indicates the absence of active tuberculosis.

IX. Other Infections and Illnesses:

At times students who become ill with diseases which could be transmitted to patients are not permitted by many hospital protocols to participate in patient care. Examples may include infectious conjunctivitis, active cellulitis, streptococcal pharyngitis, diarrhea from enteric bacteria or active herpes zoster or varicella. Some diseases require additional care to avoid transmission, such as the use of a mask with mild acute respiratory infections, and participation in care is not proscribed. In some circumstances, work with certain classes of patients is not permitted, such as with bone marrow transplant patients when herpes simplex is present. In fact, active herpes simplex ("cold sores") is cause for exclusion by some hospitals from participation in a number of clinical activities, including surgery. Students who experience an illness while on rotation should check with their preceptors for further clarification.

Students who become ill during the course of clinical activities should make certain, through the supervising faculty or, if referred, the employee health department of the institution, that they do not pose an infection hazard to the patients with whom they are in contact.

X. The Seropositive Student:

Students who have positive serologic tests which signify potential for transmission of a disease to another, such as Hepatitis B, have the responsibility to assure that no action or activity on their part will jeopardize the health and well-being of patients or fellow workers. This assurance will at times include wearing protective clothing and may at times require the student to request reassignment of patient care responsibilities. At Fairview-University Medical Center, certain personnel with potentially transmissible viral diseases are excluded from patient care activities until the Medical Center epidemiologist determines that they understand the mechanisms of disease transmission and will take the steps necessary to prevent such transmission.