CLINICAL PAPERWORK HELP

Amy Coley-Clinical Coordinator-amy.coley@minnesota.edu

MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE

M STATE RADIOLOGIC TECHNOLOGY AND LIMITED SCOPE IMMUNIZATION REQUIREMENTS

Student Immunizations and Exposure Requirements Student must submit medical documentation of immunization records to their school/educational program. Discuss any medical and/or religious exemption requests with site contact.	
MMR(measles/mumps/rubella)	2 shots or titer (blood test)
Varicella (chicken pox)	Complete ONE of the following: 2 shots or titer (blood test)
Tuberculosis(TB)	Complete ONE of the following for initial TB test: 2-step TB skin test (TST) T-SPOT.TB QuantiFERON (QFT) If you have a history of TB then you will need a Letter from doctor that you have no signs or symptoms of TB and have had a chest x-ray as well. Please note, if you chose to not do the 2 step TB test, there are sites that require that particular one and if you go to that site you will be required to do a 2 step TB test within 90 days of attending that site.
Influenza	Influenza - 1 dose annually. The documentation is due by October 1 of each year. There may be some sites that expect it earlier. It may be best to get it as soon as it is available.
Hepatitis B series	One of the following: -completed 3 dose series -completed HEPISLAV B (2 dose series) documentation would say HEPISLAV B, TITER SHOWING IMMUNTIY -completed Declination form.
Tdap	Documentation of up-to-date Tdap vaccination.
Covid	Proof of Covid vaccination and **most** current monovalent booster. -The option to fill out a exemption is possible, but approval is not guaranteed and scheduling is not altered to meet the clinical site requirements.
There are 2 Background Studies- The MN Department of Human Services Background Study (fee is attached to one of your classes) completed one time and the Castle Branch National Background Study (paid for by student) (completed annually).	
American Heart Association BLS (CPR)-For health care providers. (The American Red Cross CPR is not accepted)	

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Immunization and background study Information

VA-Fargo, ND

1. Receive email from Clinical Coordinator. The site contact is included in on this email.
2. The site will contact you directly to complete the requirements they have for you. These can take some time, so do not delay.
3. I will send the documents that I am required to send.
4. All male students will need to verify to me that the have registered for the selective service
5. All students will need to verify to me that they are citizens or legal residents of the USA
6. You will be contact by the VA to complete a fingerprinting and Badge access process. They will give you appointments times.
7. Do not delay in completing this as it is very time sensitive. Any delay could cause you to be kept out of clinicals and would require the use of CTO.
8. The VA does not allow Covid exemptions

LRHC-Fergus Falls, MN

General Student Requirements: Email will be received from Clinical Coordinator

- **Lake Region Healthcare Orientation PowerPoints 2023 and Attestation Form:** You are provided with the Lake Region Healthcare PowerPoints to review, and sign the attestation form within the Student General Orientation PowerPoint. -Send to LRHC contact listed below

- **Background Study:** Each student must have a cleared background study. **The background study must be valid for the duration of the clinical experience**.-We will send them the background check we have on file.

- **HIPAA Confidentiality Agreement:** Each student must read and understand the HIPAA Confidentiality Agreement Form and sign the Attestation Form within the Student General Orientation PowerPoint.-Send to LRHC contact listed below.

- **Acknowledgment of Alcohol Controlled Substance Policy:** Each student must read and understand LRH's Alcohol Controlled Substance Policy and sign the Attestation Form within the Student General Orientation PowerPoint.-Send to LRHC contact listed below.

- **Sanford IT Platform User Agreement:** Each student must complete and sign the document and return to MacKenzie Anderson, Student Coordinator mlanderson@lrhc.org.

- **Lake Region Healthcare Student/Faculty Tracker:** The 2023 Lake Region Healthcare Student/Faculty Tracker worksheet must be completed and returned to mlanderson@lrhc.org **at least 4 weeks prior to your students' start date**. **Programs that fail to submit a completed student tracker by this deadline may result in a delayed start date.** This information is necessary for all students and faculty, **even those who are current Lake Region employees**. Student/Faculty Trackers must be completed by the program staff/faculty and will not be accepted from students themselves.
    - **Audit:** All documentation verified and checked off on the Lake Region Healthcare Student/Faculty Tracker is to be made available upon request. Lake Region Healthcare performs periodic audits of this information to ensure contractual compliance. – I will take care of this and send to the site.

- **LRHC Immunization Requirements:** All immunizations must be up to date, on file with your academic program, and available upon request. This form must be signed by the program staff/faculty and provided back to MacKenzie Anderson, Student Coordinator mlanderson@lrhc.org. **Immunizations must be kept current for the duration of the clinical experience.** Please fill out and sign the Immunization for and return to me for signature. I will then send to the site.

- **COVID-19 Vaccination:**
  Lake Region Healthcare Corporation (LRHC) must requires all students and contracted staff who perform duties at any of Lake Region Healthcare's sites, or have the potential to have contact with staff or patients at LRHC sites to be fully vaccinated for COVID-19. Religious or medical exemptions may be requested and those that meet the criteria will be approved.

  Students must do one of the following:
  - Submit documentation of your COVID-19 vaccination to MacKenzie Anderson, Student Coordinator mlanderson@lrhc.org

- Submit a religious or medical exemption. Use this link to submit an exemption form: https://forms.office.com/r/X2X0iQXEGz

If you have any questions, please contact MacKenzie Anderson mlanderson@lrhc.org or Human Resources Department HR@lrhc.org

Warmest regards,

MacKenzie Anderson | Administrative Assistant
Office: 218.739.6882
712 South Cascade St. | Fergus Falls, MN 56537 | www.lrhc.org

Sanford -Bemidji MN

1. Receive documents from Clinical Coordinator
2. Review the Sanford Health GSS Student Orientation guide
    - Review Sanford Orientation.
    - Fill out the student confidentiality statement and form. Sign and return it to the site contact sarah.duncan@sanfordhealth.org
    - Clinical Coordinator will complete the program verification form and send it to contact listed above

Sanford –Detroit Lake, MN Valley City, ND and Mayville, ND

1. All directions are the same as above with the exception of the site contact.
    a. Here is the contact for ND- (Danielle.Karels@SanfordHealth.org)

Essentia- All Sites

Greetings Academic Partners,
Please use these updated forms for placements beginning on or after May 1, 2023.
Required Student/Faculty/Resident/Fellow Documentation checklist:
☐ ~~**Background Studies:** Each student, resident, fellow, and onsite faculty must have completed the required background study(s). **The background study must be valid for the duration of the clinical experience**. Note: if a background study results in a "hit" or "discrepancy", a copy of the study result must be sent to Essentia to review prior to accepting the student placement. Reference the attached Background Study document for more information on required criminal background studies. (Some Minnesota placements will require both Minnesota and Wisconsin caregiver studies~~). You do not have to fill out and additional background check. We will provide them the one that you filled out for the college.

☐ **Immunizations:** All immunizations on this document must be up to date, on file with your academic program, and available upon request. We cannot accept self-reported immunizations. The college will send to site upon written request from the site.

Immunizations must be kept current for the duration of the clinical experience.
☐ **COVID-19 Vaccination:** All students, residents, fellows, and faculty onsite must: ○ complete COVID-19 vaccination *or*
○ have an exemption approved by the Essentia Health Exemption Committee prior to their start date (see COVID-19 exemption paperwork attached).

AND: A copy of the COVID-19 vaccination documentation must be sent to StudentCOVID@EssentiaHealth.org.
The exemption approval process can take a few weeks and approval is not guaranteed. We are called to make a healthy difference in people's lives. Quality | Hospitality | Respect | Joy | Justice | Stewardship | Teamwork

☐ **Flu Vaccination:** Students, residents, fellows, and faculty onsite from October 1 – March 31 must: ○ receive a flu vaccination or
○ have an exemption approved by the Essentia Health Exemption Committee prior to their start date (see flu exemption paperwork attached).

AND: A copy of the flu vaccination must be sent to StudentFlu@EssentiaHealth.org**..**
The exemption approval process can take a few weeks and approval is not guaranteed.

The college will send the flu vaccination information to Essentia.

☐ **Essentia Health Orientation Guide 2023-2024 and Signature Page:** Provide all students, resident, fellows, and faculty with the Essentia Health Orientation Guide to review. Each person must sign the "Signature Pages" of the guide each year. **The academic program is required to keep the signed copy** for each person. Please review the guide and then send the signed form to the Clinical Coordinator.

☐ **Essentia Health Student:** students will be set up in Clinician Nexus. The clinical coordinator will enter your name and email address and an invitation to join will be sent to you to complete.

☐ **Audit:** Per our Learning Agreement with your organization, all documentation verified and checked off on the Essentia Health Student/Resident/Fellow/Faculty Tracker is to be made available upon request. Essentia Health performs quarterly audits of this information to ensure contractual compliance. If you have any questions, please contact me, or StudentPlacement@EssentiaHealth.org. This will be completed by the college.

You will get an invite to the Clinician Nexus system. You will need to go in and fill in your account and upload anything that it asks for. I do the scheduling portion but you will need to do the other portion!

We appreciate the opportunity to make a difference in the lives of students, residents, and fellows.
Sincerely,
Christina

Christina Marshall *Program Manager, Health Science and Medical Education* **Essentia Institute of Rural Health** 502 East 2nd Street, 6AV-2 Duluth, MN 55805 christina.marshall@essentiahealth.org
www.essentiahealth.org/education-research

If you are going to Modalities at Essentia on 32nd in Fargo: here are your contacts *

****Mammo : Kelsey.meismer@essentiahealth.org**

****IR: Eric Thilquist : eric.thilquist@essentia.org**

****Rad Onc** grant.mcwalter@essentiahealth.org**

****NM** ryan.petersen@essentiahealth.org**

**** US=**

****CT/MRI- Karyn.Kemper@essentiahealth.org**

HCMC: Minneapolis, MN

Requirements for Radiology Students coming to HCMC

These documents must be submitted to before student is able to work with patients: This will be completed by the College.

- Proof that students are covered with malpractice insurance
- Immunization History
- Mantoux Results
- Copy of CPR Card
- MN Background Check Clearance

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CHI Lisbon:

ITEMS NEEDED:

_____ Educational Outline to include if applicable: All provided by the program handbook

a. Course goals
b. Outcome based objectives for cognitive, clinical, and technical skills
c. Core elements of training
d. Lesson plans and course syllabus
e. Level and type of accreditation of the school or training program

_____ Confidentiality Statement-provided by the site

_____ Student Health Insurance-Provided by student upon site request

_____ Student Liability Insurance-Provided by the College

_____ Letter from the Director of your program attesting to the experience level, training and competency to provide assessment and care of patients. -Provided by the Clinical Coordinator

_____ Resume or curriculum vitae (CV) listing background and training-provided by student. It does not need to be fancy. Send to "Tiera Opatz ND-Lisbon" <tiera.opatz@commonspirit.org>

_____ Proof of rubella and measles immunity-Provided by college

_____ Proof of negative Mantoux within the past 12months. Provided by college

_____ Hepatitis B Vaccine Status Provided by college

_____ Proof of BLS (Basic Life Support – CPR) Provided by college

_____ Ethics at Work Book-Provided by site

_____ Signature Authentication Form. Provided by site

_____ 12 Panel Urine Drug Screen Catholic Health Initiatives requires a minimum of a 12 Panel Custom Test Expanded opiates - hydrocodone Opiates Marijuana Cocaine PCP Amphetamines Heroine (Acid Morphine) Barbiturates Benzodiazepine Methadone Propoxyphene Check for oxidants, PH level, and urine creatinine. Any drug test that has been completed in the past year may be acceptable to submit. . Send to "Tiera Opatz ND-Lisbon" <tiera.opatz@commonspirit.org>

Student to do List-Clinical Paperwork

Here are some places to get that done:
Sanford Bemidji – Main Clinic Lab 218-333-5511

Sanford Park Rapids Clinic
218-699-3121

As of 2.2019:
CHI St. Joseph's Health in-house drug screen is $314 plus collection fee of $85. Need doctor order (notify me if this is your testing of choice)

Direct Access testing options:
Sandford Laboratories – Bemidji and 4 sites in SD - $42
SCMC – Morris - $45
Glacier Ridge – Glenwood - $50
Douglas County – Alexandria - $45
Schmidt & Assoc, INC - Fargo 701.282.4077 $40

Drug Testing Solutions, Perham or Fergus Falls, MN 218-346-3320, www.drugtestingsolutionsmn.com $42 for all negative

Student to do List-Clinical Paperwork

Centra Care- Sauk Centre

1. Received documents and email from Clinical Coordinator
2. Review the Non-Employee Student Requirements document
3. Review and sign the remaining documents and submit them to Bridgette Worlie regional Coordinator

320-251-2700 ext 7273

worlieB@centracare.com

4. All immunizations and background checks will be sent to the site by the college

Glacial Ridge-Glenwood, MN

1. Email will be sent to students and to the site from the clinical coordinator
2. Vaccinations and background checks will be sent to the site by the college.
3. The site will follow up with anything they need further.

Below is a brief run-down of the STUDENT health requirements of GRHS. Please keep these in mind as you deal with students in your department. Contact Employee Health **before** starting new people to ensure that everything is addressed according to regulation. ☺

Influenza: All students are required to be vaccinated against influenza at least 2 weeks prior to any work at GRHS and must provide proof of vaccination each influenza season. Students are to obtain vaccination at their own expense. (If student is not at GRHS any time between October 1 and April 30, influenza vaccination is not required.)

Tuberculosis: Students enrolled in a health-care occupational program are required to undergo TB testing on an annual basis during their training at their own expense. GRHS accepts documentation of this testing done elsewhere—must be provided prior to arrival at GRHS. Students who are **not** enrolled in a health-care program are required to undergo TB screening one time prior arrival at GRHS at their own expense. **Check with Employee Health to ensure appropriate screening.**

Appropriate screening is generally a two-step skin test AND a TB symptom screen/exposure risk assessment form. IGRA blood testing may be substituted for the skin test, but still need the symptom screen/exposure risk assessment. Two-step skin testing consists of two tests done a minimum of one week apart (maximum of 12 months between steps), with EACH test read 48-72 hours after placement by a licensed HCW not related to the student.

(TB Blood testing (Quantiferon): Students do not need a physician order to get this done at GRHS, they can run it through DirectLabAccess but will be required to pay out of pocket at presentation. DLA Quantiferon runs $187.56 at GRHS.)

Students who have had positive TB testing in the past must speak with Employee Health prior to start date to ensure that appropriate TB screening is completed. In most cases, this will include a CXR done AFTER the date of the positive TB testing + documentation of treatment for latent or active TB AND a current symptom screen/exposure risk assessment.

Hepatitis B: Students enrolled in a health-care occupational program considered at risk for Hepatitis B exposure are required to obtain three doses of hepatitis B vaccination and/or blood testing for immunity prior to any work at GRHS at their own expense.

Measles/Mumps/ Rubella: All students are required to provide documentation of vaccination with two doses of MMR or other proof of immunity (i.e. blood testing) at their own expense.

Varicella (chicken pox): All students are required to provide documentation of vaccination with two doses of varicella vaccine or other proof of immunity (i.e. blood testing). This is at their own expense.

Pertussis: All students are required to provide documentation of vaccination with one dose of Tdap after the age of 11 (after completion of a primary series of DTP). This is at their own expense.

COVID-19: COVID vaccination is mandated per CMS regulations. Religious exemptions are accepted. Students will be expected to wear all recommended PPE (N95 respirator, gown, gloves, and eye protection) when working with any patient experiencing COVID-like symptoms or with confirmed COVID.

Regular eye glasses are NOT eye protection—must cover front AND sides of eyes. Students are also expected to comply with CDC masking recommendations based on current recommendations.

5/10/2023 jp

Coteau Des Prairies: Sisseton, SD

1. An email will be sent to the students by the clinical coordinator and will include the site contact.
2. Immunizations and background checks will be sent to the site by the college.
3. Once you arrive you will do a HIPAA video and get a badge

Astera Health- Wadena, MN

1. An email will be sent to the student and will include the site contact.
2. Follow the instructions listed in the email regarding filling out the internship application on the Asetara Health website.
3. Once permission is granted the site will contact you for any further documents needed.
4. The college will send immunizations and background checks.

CHI St Joseph's Park Rapids, MN

1. An email will be sent to the student and will include the site contact from the clinical coordinator.

2. Site will send out an orientation packet to students that includes all forms except for the student information form. The clinical coordinator fill that out and then send back to site. The drug test area will be left blank so that the student can send them directly to

janinebrostrom@catholichealth.net
Janine Brostrom
218-616-3385
Fax 218-616-3378

3. The site will be sent the following from the clinical coordinator:

- schedules
- completed student information form (top/highlighted section)
- photo (jpeg)

Lakewood Health- Staples, MN

1. An email will be sent to the students including the site contact. rachelkostreba@lakewoodhealthsystem.com
2. Fill out and immunization document and send to Rachel
3. The clinical coordinator will fill out the tracker spreadsheet and submit to the site. The site will then send you instructions on how to complete passport.

White Earth: Ogema, MN

1. The clinical coordinator will send out an email to the students and will include the site contact.
2. Send Resume, mailing address and email address to Veronica
3. She will then send students the directions and information
4. The student will complete the packet and have to get their finger prints done. A separate card will need to be completed for each state that they have lived in.
5. They will then send the finger prints, the original NBIB form and the notarized Mn form to Josie and the area office
6. Veronica will then send the students an email during this time to have them complete the immunization screening etc. (send via Passport)

   They require the most recent booster!

Veronica McDougall – Medical Staff Coordinator

White Earth Indian Health Center

40520 County Highway 34

Ogema, MN 56569-9612

P: 218-983-6209

F: 218-983-6217

Veronica Mcdougall

Veronica.McDougall@ihs.gov

Student to do List-Clinical Paperwork

Alomere Health-Alex Clinic and Hearthland Ortho: Alexandria, MN

-Site contact: Emily Davis
Education Coordinator, HR
Alomere Health
111 17th Ave E
Alexandria, MN 56308
(320) 762-6094
edavis@alomerehealth.com

skohls@alomerehealth.com

There are a few requirements for you to complete prior to coming.(from the site: items attached to the email)

1. Complete Application for Internship and Student Orientation Packet and return to me (Emily Davis and Shawna Kohls) as soon as possible.
2. Complete Employee Health – Required Student Immunization Forms and Return to Employee Health (ehs@alomerehealth.com). It is likely that one of the Employee Health nurses will be contacting you soon as well.

Once we receive everything back, we will have a few short online courses for you to complete as well.

Student to do List-Clinical Paperwork

Immunizations and Background Study Information

Flu shots- these are only good for a year. A new one is expected to be received and documentation uploaded by October 1 of each year.

TB tests- TB tests are only good for a year. A 2 step TB test is where you are poked and then read, 2 times consecutively. Many sites to not accept the blood test, so it is advised to get the Mantoux test.

CPR	The clinical facilities utilized by the Radiologic Technology program require students to have a current American Heart Association/Health Care Providers CPR certificate. Proof of CPR certificate must be presented prior to the start of the Radiologic Technology clinical courses.
Background check	A background check is a mandatory review of an individual's criminal history as recorded by the state of Minnesota and/or the federal government. Students in M State's healthcare programs must pass background check(s) before being assigned to clinical sites where they will have contact with patients. The American Registry of Radiologic Technologists also requires an ethics review and background check before an individual can take the ASRT registry exam to be certified as a radiologic technologist. To ensure students meet these requirements, a background check must be performed prior to starting M State's Radiologic Technology core classes. M State advisors are available to assist in finding alternative education options for students who do not pass the required Radiologic Technology background checks and cannot provide direct patient care. Instructions for completing background checks will be provided via official M State email from Joel Hoffman, nursing lab assistant.