PURPOSE
The purpose of this policy is to establish a means and mechanism to facilitate the submission of immunization records required by cooperating intern/resident/clinical sites.

POLICY
There is no University policy relative to this subject. The College of Health Professions Policy is as follows:

1. All interns/residents/clinical students are required to have an Immunization and Tests Report completed by a licensed health care provider. This information is to be submitted to the students’ respective program chair/director by the date established by the school/department/program.

2. It is recommended that all interns/residents/clinical students take the Hepatitis B vaccine series as well as the yearly Influenza vaccine. Requirements for participation in a clinical program may vary; each program/department/school has a specific policy that addresses requirements.

3. Each school/department/program will maintain a list of its affiliated clinical sites with requirements noted. This list is to be reviewed prior to intern/resident/clinical student placement.

4. Affiliation agreements with cooperating affiliated clinical sites include the following statement:
   - TEXAS STATE will require all students participating in clinical education experiences involving patient contact or exposure to patient specimens to submit a health report to their appropriate department or program chair. A licensed health care provider must complete the health report, which will indicate completion of immunizations for mumps, measles, rubella, tetanus, diphtheria, pertussis, meningitis, a chest x-ray or TB test (PPD/QFT), varicella, the Hepatitis B vaccine series (Addendum A), and Flu Shot/H1N1. TEXAS STATE’s department or program will maintain these records and furnish them to the Facility upon request. The program may be requested to provide a Health Certificate completed by a licensed health care provider (Addendum B) by the Facility.

5. Each school/department/program may choose to use the Health Certificate form (Addendum B) as well.

6. The Immunization and Tests Report and the Health Certificate form (if used) will be maintained by the school/department/program according to established policy.
7. Each school/department/program will establish a procedure for notifying students of this policy, for collecting appropriate Health Reports, and for the filing and maintaining of these reports, to include a suspense date for destroying any paper copies of forms.

8. Each school/department/program will ensure that their policy and procedures for handling student Immunizations and Tests Report ensures the privacy of the students and their reports.

Reviewer: __________________________________________ __________________

Dr. Barbara Sanders, Associate Dean   Date

Approved: __________________________________________ __________________

Dr. Ruth B. Welborn, Dean   Date