

Clinical Education Policy 508

Required Immunizations, Certifications, Trainings, and Background Checks for all Faculty, Staff, Volunteers, and Students Working in SCSD and MSHC

Effective Date: August 25, 2021

Supersedes Date: May 3, 2019

Review Date: May 2027

Policy: All employees, students and volunteers who participate in the operations of SCSD and the MSHC are required to comply with the attached schedule of annual immunizations, certifications, trainings, and background checks.

Procedure:

I. Purpose

- a. This policy is intended to protect the health and well-being of all employees, students, volunteers and patients participating in the operations of the School of Communication Sciences & Disorders (SCSD).
- b. The schedule and sequence correspond to the activities of an individual participating in the Clinic and the School.

II. Notification

- a. The Associate Dean of Academic Programs during admissions, Director(s) of Clinical Education, the School Administrative Associate, and/or approved designee will notify incoming employees, students, and volunteers of these requirements prior to their participation in MSHC or SCSD activities.
- b. Employees, students, and volunteers will be notified if they are responsible for any associated costs to meet these requirements.
- c. Those not in compliance will not be allowed access to HIPAA sensitive areas and will be prohibited from being around children and clients.

III. Definition of Groups Named in this Policy

- a. Individuals Providing Direct Client Services in MSHC includes all parties providing patient care in MSHC regardless of their affiliation or lack thereof with SCSD and/or the University of Memphis.
- b. Individuals working with Minor Children includes all parties who will oversee or interact with children under the age of 18 regardless of their affiliation or lack thereof with SCSD and/or the University of Memphis. This includes anyone in the MSHC and tenure-track faculty and students in laboratories who see children as participants.
- c. Volunteers, as defined in this policy, includes all individuals who are not affiliated with SCSD and/or employed by the University of Memphis. If an individual is participating in SCSD or MSHC activities and they are not affiliated with the

University of Memphis, they are also required to be registered with Legal as a volunteer and to use a sponsored account for building and computer access.

d. Requirements for Individuals Providing Direct Client Services in MSHC:

REQUIREMENT	FREQUENCY	CSD STUDENT DOCUMENTATION PROVIDED TO:	DUE DATE	PARTY RESPONSIBLE FOR COST
TB skin test, QuantiFERON blood test, or chest x-ray	One time	Upload to Typhon or Exxat account	Before clinic assignment begins.	Individual
Flu Shot	Annually	Upload to Typhon or Exxat	October 15 th of each year	Individual
American Red Cross or American Heart Association CPR and AED2 Certification	Every 2 years	Upload to Typhon or Exxat	Before clinic assignment begins.	Individual for initial certification; SCSD for School scheduled renewals for SCSD clinical students, clinical faculty & clinical staff
TDAP Vaccination	Every 10 years	Upload to Typhon or Exxat	Before clinic assignment begins.	Individual
Hepatitis B vaccination series	One time series of 3 shots	Upload to Typhon or Exxat	Complete series by January 15 th	Individual
Blood Borne Pathogens Training	Annually	Upload to Typhon or Exxat	Before Clinic assignment begins. Annually thereafter.	EH&S
Hazardous Waste training	Annually for those participating in infection control in MSHC (All AuD students) or a research lab using hazardous materials	Upload to Typhon or Exxat	Before Clinic or research assignment begins. Annually thereafter	EH&S
HIPAA training; both SCSD and UofM Training Required	Annually	Upload to Typhon or Exxat	Before clinic assignment begins. Annually thereafter.	SCSD

e. Requirements for Individuals Working with Minor Children in MSHC or at SCSD:

REQUIREMENT	FREQUENCY	DOCUMENTATION PROVIDED TO:	DUE DATE	PARTY RESPONSIBLE FOR COST
Background Check for Working with Minor Children*	Every 5 years	<ul style="list-style-type: none"> • Upload to Typhon or Exxat for SCSD students and Clinic personnel • Provide to Administrative Associate for all other parties 	Before working with children or at the beginning of clinic assignment	Individual
Minors on Campus Training	One Time	<ul style="list-style-type: none"> • Upload to Typhon or Exxat for SCSD students and Clinic personnel • Provide to Admin Assc for all other parties 	Before working with children or at the beginning of a clinic assignment	HR/Learning Curve course (no cost)
Clear Sex Offenders Registry Check	Every 3 years	<ul style="list-style-type: none"> • Upload to Typhon or Exxat for SCSD students and clinic personnel • Provide to Admin Assc for all other parties 	Before working with children or at the beginning of a clinic assignment	No associated cost
Stewards of Children	Every 3 years	<ul style="list-style-type: none"> • Upload to Typhon or Exxat for SCSD students and clinic personnel • Provide to Admin Assc for all other parties 	Before working with children or at the beginning of a clinic assignment	SCSD
Full directions for completing the Background Check for Working with Minors can be found at: https://www.memphis.edu/tep/clinical/background-checks.php				

f. Requirements for Non-Clinic Employees (Faculty and Staff), Students and Volunteers in SCSD:

Requirement	Frequency	Documentation Provided to	Due Date
HIPAA (CSD and UofM)	Annually	Administrative Associate	At the beginning of the academic year, or at the beginning of work assignment
Minors on Campus training	Once	Administrative Associate	At the beginning of the academic year, or at the beginning of work assignment
A signed statement acknowledging the need to report suspected abuse	Annually	Volunteers and staff sign notice below for Administrative Assoc.	At the beginning of the academic year, or at the beginning of work assignment
CITI Training (those working in research labs)	Check the website for dates – based on a schedule	Tracked by individual lab directors	Within 30 days of beginning in lab
Blood Borne Pathogens and Hazardous Waste (as identified in Research Lab Infection Control plans)	Annually	Tracked by individual lab directors	Within 30 days of beginning in lab
FERPA training (for all individuals working with student data)	Every 2 years	Tracked by University	

IV. Records and Dissemination of Information

- a. SCSD Students and clinical faculty working in Clinic will upload proof of the required tests and procedures to their private record in the Typhon or Exxat system.
- b. Non-SCSD affiliated individuals working in Clinic will provide proof of the required tests and procedures to the Administrative Associate.
- c. Non-Clinic faculty, staff, and volunteers in the school will provide proof of the required tests and trainings to the Administrative Associate. They will be stored electronically at the School on the J drive.
- d. The Directors of Clinical Education or their representatives are responsible for monitoring the expiration date in Typhon or Exxat for each item.
- e. It is the responsibility of the individual to remain current with all records and procedures. If a site outside of MSHC requires documented proof of the test results, it will be the responsibility of the individual to provide the information.

V. Notice to Students Regarding Background Checks

- a. There are potential consequences associated with failing a criminal background check regarding licensure. If one answers “yes” to any of the questions below, it is possible that they may be denied licensure and/or employment at the conclusion of their program.
 - i. Have you ever been convicted of a felony or crime(s) other than minor traffic offenses?
 - ii. Have you ever been denied licensure of the profession for which you might apply for licensure or had discipline imposed by another state’s licensing?
 - iii. Have you ever had a civil suit judgment entered against you or entered into an adverse civil settlement?
 - iv. Students must review the state licensure requirements specific to the discipline by contacting the specific licensing board. It is the student’s responsibility to understand.