

CLINICAL EDUCATION CREDENTIALING REQUIREMENTS



Students must maintain credentialing requirements as specified in this handbook. Copies of proof of compliance need to be uploaded into Exxat by the student. Failure to do so may result in suspension from the assigned site until the student can provide the DCE with copies of the updated requirement. All requirements must be current prior to the start of any TCE and remain current throughout.

1) Personal Student Health Insurance

It is recommended that students carry personal health insurance during TCEs. As an “unpaid employee” of the assigned site, students will generally not be covered under Worker’s Compensation and will be expected to be financially responsible for the cost of any medical care needed, even if this occurs as the direct result of the TCE related activities.

2) Tuberculosis (TB)

- A. TB is one of the world’s deadliest diseases:
- One fourth of the world’s population is infected with TB.
 - In 2017, 10.0 million people around the world became sick with TB disease. There were 1.3 million TB-related deaths worldwide.
 - TB is a leading killer of people who are HIV infected.

A total of 9,105 TB cases (a rate of 2.8 cases per 100,000 persons) were reported in the United States in 2017. This is a decrease from the number of cases reported in 2016 and the lowest case count on record in the United States. The case rate of 2.8 per 100,000

persons is a 2.3% decrease from 2016. Ending TB requires maintaining and strengthening current TB control priorities while increasing efforts to identify and treat [latent TB infection](#) among high-risk populations.

CDC estimates that about 13% of U.S. TB cases with genotype data are attributed to recent transmission. Distinguishing the numbers of cases attributed to recent transmission from those likely due to reactivation of longstanding, untreated latent TB infection is one of many tools state and local TB programs can use to design and prioritize effective public health interventions. For additional information, please watch this [video](#) and read this report on [Data and Statistics](#) from the CDC.

B. Two-step TB Requirement

The Northern Arizona University Department of Physical Therapy requires evidence of an initial two-step Tuberculosis (TB) test (also known as a PPD or Mantoux test) and evidence of a negative TB test every year thereafter. The cost varies depending upon the provider and any personal health insurance. A two-step (two-tests) TB-Test requires two identical tests, with the second test one to no more than three weeks after the first. This will necessitate four visits to a health care provider (two for the administration of the test and two for the reading of the results). Each test is read 48 to 72 hours after the test.

If that window is missed, the student may need to repeat the test again. The student's health care provider may provide additional directions. In addition, an annual update is required. If there is more than one to three weeks between the first and second of the initial two-steps or if there is more than 12 months (1 year) between the two-step and a later annual booster, the two-step must be repeated. If the first test has a positive result, the student is required to provide evidence of immunity, such as a chest x-ray with documentation from a physician that the student is immune because of evidence that the student has been exposed to the disease in the past. (More information about the requirements of a positive PPD result is shown below.)

Once the student has received the two negative PPD test readings (again within one to no more than three weeks apart) and no more than 12 months has passed, the student will only need to obtain one negative PPD test reading in the second and third years. If the student does not have the second year test within 12 months of the initial two-step, the two-step process will need to be repeated. An illustration of the process is shown below.

otherwise unhealthy or compromised patients. The 20 percent false-negative rate is due to a combination of immuno-suppression of delayed hypersensitivity from cytokines as well as factors relating to acute illness and/or poor nutrition. Even once these patients have returned to normal health and nutrition status, such as those of the general population, the sensitivity of tuberculin testing is still only approximately 95 percent. This one-in-twenty false negative rate could certainly warrant the use of secondary testing, especially for those subjects in a healthcare setting.

E. Positive Results

If results of any of the TB tests are returned as positive, the student must show evidence that the TB bacteria is inactive. This is done through obtaining a chest x-ray demonstrating the absence of active TB. The student must provide both the evidence of a positive PPD reading and a signature of a health care professional that certifies that the student has obtained a negative chest x-ray. Both of these items must be completed within one year of joining the NAU PT program and prior to attending any of the facilities. In other words, a positive PPD and a negative chest x-ray obtained one year and one day or more prior to the start of the program will not be acceptable. After receipt of both a positive PPD reading and a negative chest x-ray, no further testing is needed for the remainder of the program.

F. Other Considerations

Vaccinations with live viruses can interfere with TB test results. For that reason, healthcare providers suggest having the TB test completed first before initiating other vaccinations. For example, students requiring both TB tests and Varicella vaccinations must delay the Varicella vaccination until after the TB tests are completed. If a Varicella vaccination is given prior to the TB tests, the student will need to wait an additional 30 or more days before the TB tests may be initiated.

G. Tuberculosis skin test ("PPD" or Mantoux):

A person having the PPD test done must return within 48-72 hours to have the test read. (If the reading is missed, there is a 7 day wait period before the test can be administered again at the person's own expense). TB blood testing is the preferred method of TB infection testing for those people who have received the "BCG" vaccine and those who have a difficult time returning for a second appointment to look for a reaction to the skin test.

3) Basic Life Support (BLS) for Healthcare Providers

A. BLS Information

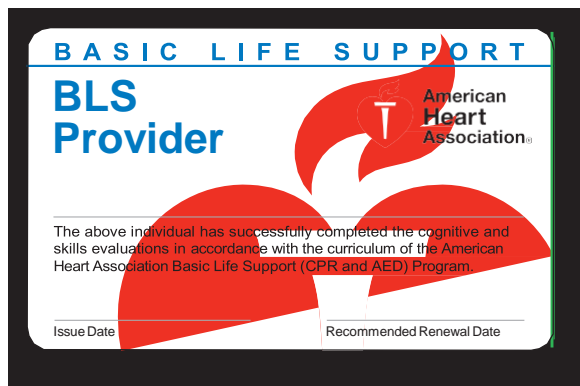
An identification card indicating completion of the AHA's ***Basic Life Support (BLS) for Healthcare Providers*** course. The training must be provided by a trainer authorized by the ***American Heart Association (AHA)*** and must be for ***Basic Life Support for Healthcare Providers***. The certification is valid for two years and will therefore need to be repeated at least once while in the physical therapy program. Costs will vary depending upon the provider but in most cases, the average cost is approximately \$60 - \$80 (as of 1/2018). Note: In most cases, prior CPR training is insufficient as the majority of training offered to the public is at the basic level. ***CPR is not the same as BLS.***

B. BLS Training

Advanced program specifically for those providing care in a healthcare setting. Make sure that the vendor is listed on the AHA website (see below). If a student obtains an approval for training by the American Red Cross instead of the AHA, the student may need to take the course by the AHA to meet some facilities' requirements. The program requires students to take in person courses at this time, no blended or E-learning courses for initial or renewal BLS will be allowed.

https://cpr.heart.org/AHA/ECC/CPRECC/FindACourse/UCM_473162_CPR-First-Aid-Training-Classes-American-Heart-Association.jsp

C. Example of an Ideal CPI CARD



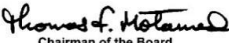
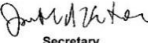
15-18053-card

Quality Control Checkpoints

- Issue date beginning **February 16, 2016**
- Valid until further notice
- Renewal date 2 years from month of i

4) Liability Insurance

- Liability Insurance Overview:** Students are required to maintain their own **Professional Liability Insurance policy**. A possible vendor is Healthcare Providers Service Organization. As of 8/2019, the approximate annual cost is \$40.00 for a person who is an Arizona PT student who is not employed elsewhere. The insurance must be renewed annually. Students are required to proactively renew and then upload a copy of the **Certificate of Insurance** into our clinical education system Exxat before the expiration date of the prior year.
- Example of a Valid Certificate of Insurance**

HEALTHCARE PROVIDERS SERVICE ORGANIZATION PURCHASING GROUP				Certificate of Insurance	
OCCURRENCE POLICY FORM					
PRODUCER	BRANCH	PREFIX	POLICY NUMBER	Policy Period:	
018098	970	HPG		From 08/01/14 to 08/01/15 at 12:01 AM Standard Time	
Named Insured				Program Administered by:	
				Healthcare Providers Service Organization 159 E. County Line Road Hatboro, PA 19040-1218 1-800-982-9491 www.hpso.com	
Medical Specialty			Code	Insurance is provided by:	
Physical Therapist Student			80995	American Casualty Company of Reading, Pennsylvania 333 South Wabash Avenue Chicago, Illinois 60604	
Professional Liability				\$1,000,000 each claim	\$3,000,000 aggregate
<small>Your professional liability limits shown above include the following:</small>					
<ul style="list-style-type: none"> • Good Samaritan Liability • Malpractice Liability • Personal Injury Liability • Sexual Misconduct included in the PL Limit shown above subject to \$25,000 aggregate sublimit 					
Coverage Extensions					
Defendant Expense Benefit	\$	1,000	per day limit	\$	25,000 aggregate
Deposition Representation	\$	10,000	per deposition	\$	10,000 aggregate
Assault	\$	25,000	per incident	\$	25,000 aggregate
<small>Includes Workplace Violence Counseling</small>					
First Aid	\$	10,000	per incident	\$	10,000 aggregate
Damage to Property of Others	\$	10,000	per incident	\$	10,000 aggregate
Information Privacy (HIPAA) Fines & Penalties	\$	25,000	per incident	\$	25,000 aggregate
Total: \$35.00					
Premium reflects student rate.					
Policy Forms & Endorsements <small>(Please see attached list for a general description of many common policy forms and endorsements.)</small>					
G-121500-D G-121501-C GSL13424 GSL15563 GSL15564 GSL15565 GSL17101 G-123846-C02 G-123859-C02					
 Chairman of the Board			 Secretary		
Keep this Certificate of Insurance in a safe place. This Certificate of Insurance and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. In order to activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance.					
Form #: G-141241-B (3/2010)				Master Policy: 188711433	

HPSO-602-N-PHY-01 20140728-213

5) Drug Testing

A. Overview:

Northern Arizona University Department of Physical Therapy requires all incoming students on both campuses complete a **drug panel 154 urine drug screen**. This must be completed with negative results **after August 1st**.

Often, the drug test will not expire as long as the student is continuously with the program. The PT clinical staff will notify the student if a repeat test is needed.

The urine drug screen will test for illegal drugs or drugs that may impair judgment, including amphetamines, barbiturates, Benzodiazepine, Cotinine (which along with nicotine, may indicate tobacco use), Cocaine, Fentanyl, Marijuana (THC), Meperidine, Opiates, Oxycodone, Phencyclidine (PCP) and Propoxyphene. The drug test may be scheduled **after** August 1st by calling National Drug Screening at (866) 843-4545 (Toll Free). The student should inform them that they are with the Northern Arizona Physical Therapy Department, that they wish to schedule a drug test and that they authorize NAU PT to receive the results. National Drug Screening will then provide information about the location nearest the student (or at the student's desired location) for collection of the drug screen specimen.

If the test is returned with positive results (such as evidence of a substance that is legally prescribed by a health care provider), it will be screened by an independent (not employed by NAU) Medical Review Officer (MRO) prior to NAU receiving the results. The MRO will talk with the student to determine the reasons for the positive results and will require evidence that any positive results is due to medically necessary substances. NAU PT will receive the results after the review of the MRO (and after any adjustments made by the MRO as a result of legally-protected situations). The cost of the MRO is included in the cost of the initial test.

By submitting to this test, the student is authorizing NAU PT to receive the results and then, when required by the clinical education facility, provide them with a copy. If the returned results are positive, the student may retest at their own expense.

B. What is a MRO?

A Medical Review Officer (MRO) is a licensed health care provider who receives and reviews laboratory results generated by a drug testing program and then evaluates medical explanations for certain drug test results.

“The US government tells MROs that they are acting “as an independent and impartial ‘gatekeeper’ and advocate for the accuracy and integrity of the drug testing process. (They) provide quality assurance review of the drug testing process for the specimens under (their) purview, determine if there is a legitimate medical explanation for laboratory confirmed positive, adulterated, substituted and invalid drug test results, ensure the timely flow of test result and other information to employers and protect the confidentiality of the drug testing information.”

The benefit for the student is that medical conditions that may influence the drug screen are not shared with NAU PT. For NAU PT, the benefit is that results are interpreted by a licensed professional who understands the legitimate medical conditions that will influence a drug screen.

C. What can cause a false positive result in urine drug tests (other than the drug itself)?

The list of items that may cause a false positive for a urine drug test includes the following. This list cannot be comprehensive because of the changes in food preparation and sourcing as well as other environmental factors. Also, it is not likely that a person can (or should) avoid all of the following. However, this list provides guidance of some items that may cause false positive results.

- Poppy Seeds (may be found in cakes, bagels and other baked items)
- Hemp Seeds (such as may be found in energy bars, hemp mile and tortilla chips), Hemp oils and cosmetic products, such as Hemp lotions, creams and hair conditioners
- Tonic Water
- Energy drinks (because the list of ingredients may include guarana)
- Being around persons who smoke, use drugs that may be absorbed by the students (such as marijuana smoke) or persons who chew nicotine gum
- Broccoli, cabbage, mustard, garlic, radishes, almonds and horseradish (affecting the test for cotinine)
- Tomatoes (the nicotine level decreases as the tomatoes ripen), potatoes, eggplant, peppers, cauliflower.

- Organic fruits and vegetables – Organics may be treated with a nicotine extract as a pesticide
- Cold medications
- Ibuprofen
- Legally prescribed medications: If a medication is legally prescribed for a medical condition, the student should notify the lab at the time of the test. Further, the student will look for a call from the Medical Review Officer (MRO). The MRO will review the prescription and if legally prescribed, will change the result of positive for a substance to that of negative. NAU Clinical Education faculty and staff and the sites will not be informed of the medical condition.

D. The National Drug Testing Protocol for NAU



Northern Arizona University PT

Student Drug Testing Program Instructions

The following is provided for quick easy instructions to complete the required drug testing process. The test needs to be completed between August 1st and August 14th.

- To order a drug test, call 866-843-4545 and provide the following information:
 1. Your name and student ID# or SSN#
 2. Your address, phone and email address (NAU)
 3. That you are in the NAU Physical Therapy Program
- The following will be arranged for your drug testing:
 1. Identification of a local facility near your address for where testing will be provided, address and hours of operation will be provided.
 2. Your testing order form 'DONOR PASS' will be provided to you via email.
 3. You will need your testing order form or order ID# to bring to the testing facility assigned to you.
 4. Photo ID will be needed at the testing facility.
 5. You will provide a urine specimen, do not drink excessive amount of quantities of water prior to the testing.
 6. Final results will be emailed to you, please allow at least three business days from the time you submit your urine specimen.
 7. Once received, will upload your test results into your Exxat account.

Note: If you wish to have a copy of your results, please refer to your Exxat account once the test is completed.


Please call 866-843-4545 with any questions.

2101 WAVERLY PLACE, SUITE 200D *MELBOURNE , FL * 32901

PHONE: 866-843-4545 * FAX: 888-441-7071

<https://www.nationaldrugscreening.com/>

E. Example of a Drug Test Result Received by NAU PT



Test Results

Date Results Transmitted: 2015-01-28 11:36 PM
Transmitted By: DRN
Participant/Donor: [REDACTED]
SSN/EID: [REDACTED]
CCF/Specimen ID: [REDACTED]
Specimen Type: URINE
Company: Northern Arizona University
Location: NAU Physical Therapy
Lab Account Number: 736999

Reason for Test: OTHER
Date Specimen Collected: 2015-01-26
Laboratory: LabCorp
Collection Site: Labcorp
Collection Site Phone: [REDACTED]
Program: NONDOT
Date MRO Received CCF Copy 2:
Date Test Verified by MRO: 2015-01-28


Test Results

Panel - 10 PANEL URINE + OXY + NICOTINE - 792410 - 624209 1116160020			
Drug	Results	Screen	Confirm
Amphetamines	NEGATIVE	500	250
Barbiturates	NEGATIVE	300	200
Benzodiazepines	NEGATIVE	300	200
Cocaine	NEGATIVE	300	100
Cotinine	NEGATIVE	300	300
Fentanyl	NEGATIVE	2000	500
Marijuana	NEGATIVE	50	10
Meperidine	NEGATIVE	200	100
Opiates	NEGATIVE	300	300
Oxycodones	NEGATIVE	300	300
Phencyclidine (PCP)	NEGATIVE	25	25
Propoxyphene	NEGATIVE	300	200

MY DETERMINATION/VERIFICATION IS: **NEGATIVE**


Certified Medical Review Officer
 Dr. Ima D. Oktor

Signature



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6) Fingerprint Clearance Card

A. Overview:

NAU requires a **Fingerprint Clearance Card issued by the Arizona Department of Public Safety**. The type of card is “Regular” and not the “Identity Verified Fingerprint” (IVP). On the State of Arizona application form, check the boxes at the bottom of the form that say, “Health Science Student & Clerical Assistant” and “BPT- Physical Therapist and Assistants Licensure”.

IMPORTANT: The average processing time can vary from week to week based on the number of applications received and whether or not the applicant has a criminal record requiring research. If research is not required, processing will take approximately two to four weeks for an electronic application and four to six weeks for a paper application. Processing can take up to 90 days for applications which require research.

As of 8/2019, the fee (paid by the student directly to DPS) is \$67. The electronic application adds an additional convenience fee of \$7.95, which includes fingerprinting at an approved vendor location. The fingerprint clearance card will require renewal in six years.

B. **Arizona residents only:**

To process your application, you may apply electronically at:

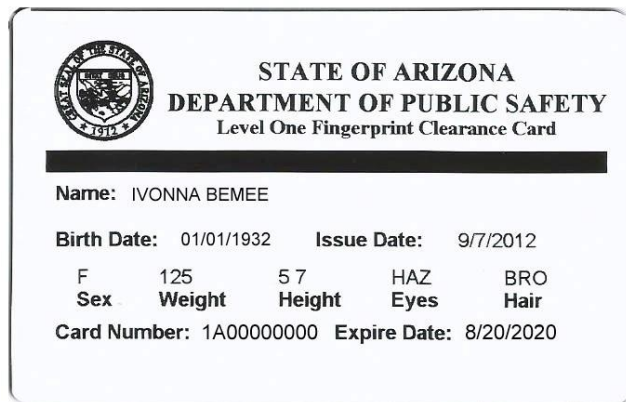
<http://www.azdps.gov/services/fingerprint/#1>. Click “apply for a card” and choose online application through a separate vendor, Field Print, Inc. or use the paper application following the instructions provided.

C. **Out of state/non Arizona residents:**

Please obtain a packet directly from DPS by either calling (602) 223-2279 or faxing your request to (602) 223-2947. For frequently asked questions please go to the following [website](#) and click FAQ’s.

D. What is Evidence of the Receipt of a Fingerprint Clearance Card?

Upload a clear photocopy of the Fingerprint Clearance card as shown below. **A receipt indicating the request of a card or its replacement is not considered as evidence.**



Please note: While a photocopy of the card may be uploaded into the system for the purposes of NAU’s monitoring of compliance, the facility to which the student is assigned and/or the University may request to view the card in person. For that reason, students must keep the original clearance card in a safe location accessible within one day.

E. What Criminal Offenses Prevent the Receipt of a Fingerprint Clearance Card?

The Arizona Revised Statutes have been updated to include the revised sections from the 53rd Legislature, 2nd Regular Session. Please note that the next update of this compilation will not take place until after the conclusion of the 54th Legislature, 1st Regular Session, which convenes in January 2019.

According to the State of Arizona website, “41-1758.07. Level I fingerprint clearance cards; definitions:

A. On receiving the state and federal criminal history record of a person, the division shall compare the record with the list of criminal offenses that preclude the person from receiving a fingerprint clearance card. If the person's criminal history record does not contain any of the offenses listed

in subsections B and C of this section, the division shall issue the person a fingerprint clearance card.

B. A person who is subject to registration as a sex offender in this state or any other jurisdiction or who is awaiting trial on or who has been convicted of committing or attempting, soliciting, facilitating or conspiring to commit one or more of the following offenses (see web link below) in this state or the same or similar offenses in another state or jurisdiction is precluded from receiving a fingerprint clearance card pursuant to this section.

*Please follow this [link](#) for a comprehensive list of offenses that could preclude a person from being issued a level 1 fingerprint clearance card

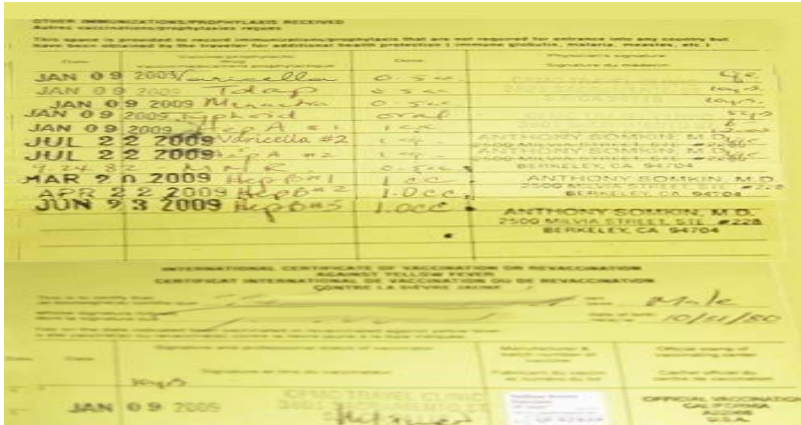
7) Criminal Background Check

- A. Overview: NAU is affiliated with clinical sites that may require criminal background checks (CBC). A student will receive a CBC if they are to participate in a clinical experience with a site that requires a background check. In several cases, the facility has their own system that they require a student to use instead of using the one provided by NAU through A-Check Global. NAU will cover the costs of the CBC when required, unless covered by the site. Some sites may require additional search information, such as Federal criminal searches; those will be addressed as needed.
- B. The standard NAU CBC through A-Check Global includes the following searches:
 - 1. County Criminal Record Search;
 - 2. National Criminal Database;
 - 3. National Sex Offender Public Registry Search;
 - 4. FACIS Level 3
 - 5. ID Trace
- C. **Please note, pursuant to #13 of the student responsibility statement:** Students must report any criminal charges with court appearance, arrest or conviction of misdemeanor or felony offense to the Program Director within 10 days, or face possible disciplinary action. Depending upon the severity of the infraction, progress in the program may be delayed, suspended or terminated. Clinical sites may cancel confirmed ICE or TCE placements based upon student status and reportable crimes. It is recommended to disclose any past criminal charges to DCE as these might affect background checks required for TCEs resulting in a late graduation.

8) Measles, Mumps and Rubella

- A. Overview: NAU requires evidence of a two-shot series vaccination against **Measles, Mumps and Rubella (MMR)** given when a child (one-shot is required if given when an adult) or a **titer** (evidence of the test with a letter from the physician attesting to immunity because of evidence of antibodies). In many cases, students were provided the vaccination as a child and is reflected on the pediatrician's shot records. However, if not in evidence, the student will need to obtain the vaccination prior to arrival. A receipt indicating payment is not considered as sufficient evidence

- B. Information about MMR from the CDC: Recommended adult immunization [schedule](#) for ages 19 years or older, United States, 2019. Current CDC Vaccine [price list](#), as of 8/1/2019 (reference only, pricing may vary based on numerous factors such as personal health insurance coverage, location, facility etc.).
- C. Sample Childhood Vaccination Record:



9) Health Insurance Portability and Accountability Act of 1996 (HIPAA)

- A. Training: NAU requires current training on the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The HIPAA training for NAU is found at: <https://in.nau.edu/its/hipaa/>. Students are to complete the training found at that site. Once completed, the student should take a screen shot indicating that the tutorial is complete. That screen shot may be uploaded into Exxat once the student places his/her name on the document.

10) Occupational Safety and Health Administration (OSHA)

- A. Training: Students are required to complete the NAU OSHA Module “Blood Borne Pathogen Training” using the following link (requires NAU login credentials): <https://www5.nau.edu/its/mytraining/tutorial/tutorial5.aspx?id=6442475011>. Students are to complete the training found at that site. Once completed, the student should take a screen shot indicating that the tutorial is complete. That screen shot may be uploaded into Exxat once the student places his/her name on the document.

11) Influenza (FLU) Vaccine

- A. Overview: NAU requires all students receive an inoculation against **influenza** at least once per year, typically in the period between August and October. The only exception is if a health or other legally protected condition prohibits the vaccine. If a vaccine is declined, the student is required to follow additional processes established by the facility, including wearing a mask at all times while in the facility. Students should delay obtaining the influenza vaccine until the start of the influenza season, **typically beginning in mid-August of each year**. Do not seek immunization against influenza until that time.

The immunization is only good through the following summer (typically of June of each year). Many insurances cover the cost of the influenza vaccine.

- B. Information about the FLU from the CDC: Recommended adult immunization [schedule](#) for ages 19 years or older, United States, 2019.
- C. Current CDC Vaccine [price list](#), as of 8/1/2019 (reference only, pricing may vary based on numerous factors such as personal health insurance coverage, location, facility etc.).

12) Tetanus, Diphtheria and Pertussis (TDaP)

- A. Overview: NAU requires evidence of a vaccination against TDaP. In many cases, students were provided the vaccination as a child and is reflected on the pediatrician's shot records, but keep in mind they are only good for 10 years. If it was not provided, the student will need to obtain the vaccination prior to starting the program. In addition to the basic vaccination, the TDaP must be updated by a TD (Tetanus and Diphtheria) booster every ten years with the cost depending upon personal insurance. The TDaP booster may serve as an alternative for the TD booster. Evidence of a TDaP and the TD booster within the past ten years are required prior to starting school. Evidence is a document signed by a healthcare professional indicating receipt of the vaccination. A receipt indicating payment is not considered as sufficient evidence.
- B. Information about TDaP from the CDC: Recommended adult immunization [schedule](#) for ages 19 years or older, United States, 2019.
- C. Current CDC Vaccine [price list](#), as of 8/1/2019 (reference only: pricing may vary based on numerous factors such as personal health insurance coverage, location, facility etc.).

13) Varicella (Chicken Pox)

- A. Overview: NAU requires evidence of a varicella immunization or a positive titer. (A titer is evidence of a test for the antibodies and includes documentation from a physician that the student is immune because of past exposure or immunization.) Varicella titer or immunization do not expire for most people and therefore, a childhood inoculation will suffice as long as a record of the inoculation *signed by a healthcare provider* exists. Note: A past episode of chicken pox will not always result in immunity. *Varicella, also known as "chickenpox", this vaccine is recommended if you have never had the chickenpox. It is a 2-dose series administered 28 days apart.*
- B. Information about Varicella/Chicken Pox from the CDC: Recommended adult immunization [schedule](#) for ages 19 years or older, United States, 2019
- C. Current CDC Vaccine [price list](#), as of 8/1/2019 (reference only, pricing may vary based on numerous factors such as personal health insurance coverage, location, facility etc.).

14) Hepatitis B

- A. Overview: NAU requires evidence of a three-dose series vaccination against **Hepatitis B** or a **titer** (evidence of the test and accompanied with a letter from the physician attesting to immunity because of evidence of antibodies). In many cases, students were provided the vaccination as a child and is reflected on the pediatrician's shot records. However, if not in evidence, the student will need to obtain the vaccination prior to arrival. A receipt indicating payment is not considered as sufficient evidence. The vaccination series consists of three to four shots over a six-month period. (The vaccination is often called a "Hep-B 3.") If a student is still working on completing the series but is not fully done with all 3 a "Hep-B declination form" may be signed by the student and their physician indicating progress and anticipated completion date of the 3 part series.
- B. Information about Hepatitis B from the CDC: Recommended adult immunization [schedule](#) for ages 19 years or older, United States, 2019.
- C. Current CDC Vaccine [price list](#), as of 8/1/2019 (reference only, pricing may vary based on numerous factors such as personal health insurance coverage, location, facility etc.).
- D. Example of Hep-B Declination:



Hepatitis B - Incomplete Series

Students who have not yet completed or are declining the series of three vaccinations needed for immunization against Hepatitis B. The form is also for those who have evidence of antibodies indicating prior exposure through a titer. (The latter must be accompanied by a signature of an authorized health professional certifying the titer and immunity.) This form must be submitted annually or until the series is completed, whichever one is soonest.

Without a completed Hepatitis B series, the student acknowledges and accepts that he/she will be limited to clinics and facilities that do not mandate Hepatitis B vaccinations or titers.

Student Name: _____

Please check the appropriate line below.

- The student has been tested with a titer which indicates an antibody against Hepatitis B. The antibody shows immunity to the disease.
- The student does not wish to receive the Hepatitis B vaccine at this time.
- The student is in the process of receiving Hepatitis B vaccinations. As of the date of this form, the student has _____ of the three (3) vaccinations in the series.

Signature of the Student

Date

15) Other Credentials

Some clinical sites may request additional information not required by the school. These requirements may include other immunizations, a physical examination, personal health insurance, additional background checks, etc. Students will be informed of those requirements prior to entering a TCE. Students are ultimately responsible to comply with any additional onboarding instructions required by the site.

16) Costs/Expenses covered by the Program for the Student

Item			Paid by School
Criminal Background Check ^{1 & 2}			\$21.75
MyClinicalExchange ¹			\$36.50
Drug Test			\$65.00
Exxat-Covered by master contract			\$15.00
Total covered by program			\$138.25

¹These are non-standard items - required by only a few medical facilities. Therefore, the need for these items and the timing is dependent upon the student's placement, both location and year.

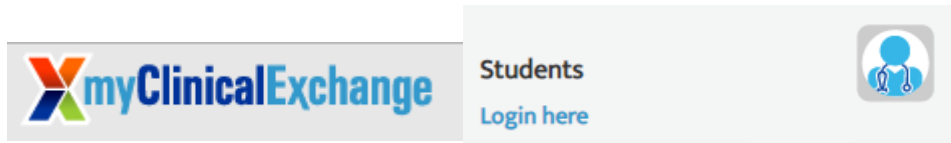
² \$21.75 is the standard cost, however cost may increase if student is assigned to a facility that requires additional items added to background check, such as a federal criminal report, the program will cover costs associated with any additional items required by a site.

17) Exxat



- A. Overview: Exxat is the web-based system the NAU department of Physical Therapy uses for students to upload credentials/requirements for onboarding as they are completed. Later, information about selecting future rotations through Exxat will be provided to students. General information about Exxat may be found at www.exxat.com. Access specific to NAU on Exxat will be provided after admittance into the program.
- B. Public Website: Students may also use the public website created by Exxat for accessing documents, syllabi, current job postings and this clinical education handbook via this link: <https://apps.exxat.com/public/steps/NAU-PT/Home>.

18) My Clinical Exchange (mCE)



- A. Overview: mCE is a web based onboarding platform utilized by many clinical sites as a consortium throughout Arizona and many sites across the country. mCE is used to onboard students to sites by allowing them to upload their credentials/vaccinations, take online exams and complete onboarding modules. More information about mCE may be found at: <https://www.myclinicaexchange.com/MainPage.aspx?ReturnUrl=%2f> . If a student is selected to attend a site for a clinical rotation that uses mCE they will be provided with a login email that has instructions for completing all exams and modules so that a “green thumb” displays allowing the student to start their rotation:

