

## HEALTH SCREENING REQUIREMENTS FOR NEW HIRES, STUDENT EMPLOYEES & VOLUNTEERS

Health Screening Requirements	New Hire <sup>1</sup>	Student Employee <sup>2</sup>	Volunteer <sup>3</sup>
<b>TB Test:</b> 2 step PPD, QFT, T-spot or proof of completion in the past 365 days	X	X	X
<b>MMR:</b> MMR x2 vaccines or positive titer	X	X	X
<b>Varicella:</b> Varicella x2 or history of chickenpox	X	X	X
<b>Hepatitis B series/titer:</b> for high risk staff (e.g. Lab, Dental, Nurses, OR staff)	X		
<b>Flu shot:</b> during flu season (HSC only)	X	X	X
<b>T-DAP/TD/Tetanus:</b> within the past 10 years	X		X
<b>Urine Drug Screen:</b> to be completed at UT (select student employees)	X	X	
<b>Respiratory mask fit clearance:</b> complete the questionnaire prior to appointment	X		

<sup>1</sup>New Hire - anyone accepting a paid position at UT

<sup>2</sup>Student employee - any UT student accepting a paid position on HSC

<sup>3</sup>Volunteer - anyone accepting an unpaid position on HSC

### STEP 1: GATHER IMMUNIZATION RECORDS



- Review the Health Screening table above and gather your immunization records
- Check the immunization dates on your records to verify your immunizations are current
- You may obtain your vaccinations from your family physician/PCP prior to your appointment

### STEP 2: SCHEDULE AN APPOINTMENT



- Call **419-383-5000**. Centralized Scheduling/Pre-registration is open Mon-Fri, 8am-6:30pm
- Schedule your Health Screening Appointment as a new hire, student employee or volunteer
- **Minors** (under age of 18 years old) must be accompanied by an adult to their appointment

### STEP 3: CHECK-IN AT THE EMERGENCY ROOM (ER)



- Bring your immunization records with you (copies are acceptable)
- Park in Area 41 by the Emergency Department/Emergency Room (ER)
- Check-in at the ER registration desk for your *Health Screening Appointment*

### STEP 4: THE NURSE REVIEWS IMMUNIZATION RECORDS



- Present copies of your immunization records to your Health Screening nurse
- The nurse will review your records to determine which tests/vaccines to administer
- The nurse will notify HR, Volunteer Services or Career Services about your status after the visit
- The Health clearance process takes approximately 5-7 business days

### FREQUENTLY ASKED QUESTIONS

- **What if I am a minor (under 18yrs old)?** All minors must be accompanied by an adult to their appointment.
- **Who is required to complete the Respiratory Mask Fit questionnaire?** It is required for anyone who will have direct patient contact (includes anyone whose role requires entering a room in which a patient is in isolation).
- **What if I received my immunizations outside the USA?** Records must clearly show the vaccines & date given.
- **What if I cannot find my immunization records?** Inform the nurse during your appointment. The nurse will explain your options. [Tips for locating your immunization records!](#)