HEALTH SCREENING REQUIREMENTS FOR NEW HIRES, STUDENT EMPLOYEES & VOLUNTEERS

<table>
<thead>
<tr>
<th>Health Screening Requirements</th>
<th>New Hire¹</th>
<th>Student Employee²</th>
<th>Volunteer³</th>
</tr>
</thead>
<tbody>
<tr>
<td>TB Test: 2 step PPD, QFT, T-spot or proof of completion in the past 365 days</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>MMR: MMR x2 vaccines or positive titer</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Varicella: Varicella x2 or history of chickenpox</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Hepatitis B series/titer: for high risk staff (e.g. Lab, Dental, Nurses, OR staff)</td>
<td>X</td>
<td></td>
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<tr>
<td>Flu shot: during flu season (HSC only)</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>T-DAP/TD/Tetanus: within the past 10 years</td>
<td>X</td>
<td></td>
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<tr>
<td>Urine Drug Screen: to be completed at UT (select student employees)</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Respiratory mask fit clearance: complete the questionnaire prior to appointment</td>
<td>X</td>
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</tbody>
</table>

¹New Hire - anyone accepting a paid position at UT  
²Student employee - any UT student accepting a paid position on HSC  
³Volunteer - 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 18 yrs 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](#)

Revised 9/5/2017