

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

Health Screening Requirements	New Hire ¹	Student Employee ²	Volunteer ³ Compliance ⁴
TB Test: 2 step PPD, QFT, or T-spot (Proof of completion in the past 365 days)	X	X	X
MMR: MMR x2 vaccines or positive titers	X	X	X
Varicella: Varicella x2 vaccines or positive titer or DOCUMENTED disease	X	X	X
Hepatitis B series/titer: For those exposed to blood and/or bodily fluids	X	X	
Flu shot: Required during flu season or approved exemption	X	X	X
TDAP/TD/Tetanus: Within the past 10 years	X	X	X
Urine Drug Screen including nicotine screening: (UTP/COMLS not applicable)	X	X	
Respiratory clearance/Fit Test: For those with direct patient contact	X	X	

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

⁴ Compliance - unpaid intern/extern/shadow/non-UT learner

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** to schedule appointment
- Schedule your *Health Screening Appointment* as a new hire, student employee, volunteer, or compliance
- **Minors** (under age of 18 years old) must be accompanied by an adult to their appointment

STEP 3: CHECK-IN AT THE MEDICAL PAVILION *New Location as of 12/5/22*



- Bring your immunization records with you (copies are acceptable)
- Park in Area 42 by the Medical Pavilion
- Check-in at the Medical Pavilion registration desk, stating *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, Career Services, or Compliance about your status after visit
- The health clearance process takes approximately 7-10 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.
- **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!](#)