

SPHSC Clinical Compliance Policy Master of Science & Doctor of Audiology Students

Each of the compliance requirements outlined in this document **MUST** be met by every student prior to and throughout enrollment in a Department of Speech & Hearing Sciences clinical graduate program. Students should note that several requirements have annual or biennial expiration dates, including immunizations, CPR, bloodborne pathogens training, and background checks. As the status of these compliance items does not remain static, students must monitor and maintain the requirements throughout the program to remain in compliance and eligible to participate fully in clinical education. Please be aware that additional compliance requirements (i.e., drug panel screening*, fingerprinting, Washington Access to Criminal History (WATCH) check, additional background check) may need to be met in order to participate in a specific clinical assignment. Any additional requirements will be communicated to students on an individual basis and facilitated by SPHSC Fieldwork Operations staff.

Students are required to track their own compliance and due dates. This will be done through the Typhon Allied Health Student Tracking System where students will upload evidence of clinical prerequisites and view expiration date reminders. It is each student's responsibility to maintain, renew, and update each requirement **BEFORE its expiration date** and to keep copies of everything in his/her personal records and in the Typhon system. **Failure to complete and maintain clinical compliance will make a student ineligible to enroll or participate in clinical coursework.**

To update any requirements with expiration dates during the graduate program, students will scan and upload documentation directly to the Typhon system. Staff is notified of new documentation uploads by the Typhon system and will update the expiration dates accordingly. Students can view completion and expiration dates at any time in Typhon. Please contact the Fieldwork Operations Specialist (Debbie Higuera at dhiguera@uw.edu) immediately if any errors or issues are noted.

To assist students in remaining compliant, the department (via the Typhon system) will remind and prompt students **30 days in advance** of when one or more of their compliance requirements will expire. Students are requested to update their compliance item(s) and upload the proper documentation to Typhon system within that 30 day window, **BEFORE** they expire. **Students who fail to maintain or upload current documentation to Typhon will be subject to the following actions, until they have updated their compliance status appropriately:**

1. *They will be temporarily removed from any clinical site in which they are currently placed, including the UW Speech & Hearing Clinic.*
2. *They will have a department compliance hold placed on their student account to prohibit any further clinical course registration.*
3. *They may be permanently un-enrolled or dropped from a clinical course if deficits are not addressed in a timely fashion.*

The first two actions will be put in place immediately upon discovery of a compliance lapse and will be in force until the student brings his/her status back into compliance. A student who fails to respond within **48 hours of removal from clinic** with a remediation plan to the Fieldwork Operations Staff, may be permanently dropped from the clinical course. This decision will be made on a case by case basis by the Director of Clinical Education.

Please note that students temporarily removed from clinic due to compliance lapses will not be given additional time or extensions to make up missed clinical days or clinical clock hours as a result of their lapse. If clinical coursework

needs to be dropped and rescheduled, it can extend a student's program and cost additional time and money. Students should also be aware that student account holds can impact registration, the release of financial aid, and access to student services at the UW. **In summary – please do not let your compliance lapse.**

****Important note on drug panel screenings:*** The expectation of SPHSC students is that they abide by the UW Student Code of Conduct, which applies to on campus and off-campus clinical placements for which the student is registered. There are specific UW policies that students are expected to adhere to regarding abstaining from the use of any drug (legal or otherwise) in the course of clinical or research services and activities. Please read and review these policies.

2f – General Conduct Expectations <http://www.washington.edu/admin/rules/policies/WAC/478-124-020.html>

12 – Prohibited Conduct <http://www.washington.edu/admin/rules/policies/WAC/478-120-024.html>

Please know that clinical sites may require a drug panel screening as part of the onboarding process for offsite placements. SPHSC does not administer or receive drug testing results. However, the department does require students to notify the Fieldwork staff member of all compliance requirements, including the status of the drug screening. This is in order to verify that any student applying for a placement is in compliance when the SPHSC Fieldwork staff member signs the compliance documentation (i.e., Clinical Passport) provided to the site. For the site, the date of the completed drug screening will be included on the clinical passport. Any questions regarding health screenings (i.e., immunizations, drug screenings, etc.) should be addressed to a qualified medical provider.

6 Compliance Items To Monitor & Keep Current

1. Criminal Background Checks

As a condition of admission, all **new graduate students** are required to complete and successfully pass a national background check through the University's online vendor Verified Credentials, Inc. Access to the background check system is found at: <http://scholar.verifiedcredentials.com/washington>. The fee is \$59.00. The background check is **REQUIRED** and without it your offer of admission can be rescinded. Once complete, all students must upload an electronic PDF copy of their completed Verified Credentials background check report to Typhon. New students will upload their background check during the first week of school. While enrolled in the program, students will upload a background check report to Typhon each time a background check is repeated.

It is important that students in our programs receive certification that there is no evidence of a Child and Adult Abuse Law (CAAL) conviction or criminal history. If there is a conviction that would prevent the student from completing the required clinical experiences in our programs, and thus prevent him/her from fulfilling the program requirements, he/she will be denied admission. A non-CAAL conviction/criminal history record, however, does not necessarily disqualify an individual for admission. When considering individuals for admission, conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of clients and the public. Should the background check provide evidence of a positive criminal history or raise any areas of concern related to a student's participation in a graduate program, he/she will be contacted by a representative of the Speech & Hearing Sciences Department.

In addition to this initial background check, **enrolled/continuing students** in our clinical programs are required to complete additional background checks according to the following degree-specific plans and schedules (Please note that background check instructions and codes for each degree program can be found at the end of this document). These schedules were established to meet the placement requirements of the clinical facilities with whom we partner. Please note that it is possible for placement sites to request additional background checks or updates at the student's expense, outside of what students already complete (i.e., Fingerprinting background check, Washington Access to Criminal History (WATCH) check, federal Office of Inspector General/General

Services Administration (OIG/GSA) check, an additional national background check). For placements at some sites, students often must complete background checks through the site's Human Resources department, at the site's expense, instead of through our vendor Verified Credentials. In all of these instances, students are still responsible for reporting the results of the background check to the Department and uploading a copy of the background check to the Typhon system. The only exception to this rule is at the Seattle VA Medical Center. For this site, students do not need to upload a background check to Typhon.

Au.D. Students / 3 Background Checks

- 1) Full, National Criminal Background Check at time of acceptance (\$59)
- 2) Full, National Criminal Background Check by June 1st at the end of year 2, prior to the start of the 3rd year / Summer quarter (\$59)
- 3) Full, National Criminal Background Check by June 1st at the end of year 3, prior to the start of the 4th year / Summer quarter and the full-time externship experience (\$59), unless the externship site requires it to happen sooner.

MedSLP Students / 2 Background Checks

- 1) Full, National Criminal Background Check at time of acceptance (\$59)
- 2) Full, National Criminal Background Check in September of year 2, prior to the start of Autumn quarter (\$59)

CoreSLP Students / 2 Background Checks

- 1) Full, National Criminal Background Check at time of acceptance (\$59)
- 2) Full, National Criminal Background Check in September of year 2, prior to the start of Autumn quarter (\$59)

2. Fingerprinting

Fingerprint background checks are currently required for students completing clinical placements in the public schools. For processing student fingerprints, they must be submitted and cleared through Washington state's Office of the Superintendent of Public Instruction (OSPI) in advance of placement start dates. Students should closely read the [fingerprinting instructions and procedures](#) as detailed on the OSPI website, along with the [fingerprinting FAQs](#). Fingerprinting clearance is good for 2 years.

Schedule

It takes approximately 6 weeks for OSPI to process fingerprints and grant clearance. Any students participating in school rotations must ensure they obtain clearance in a timely manner. Students cannot initiate clinical rotations at a school facility if clearance has not been granted. Most AuD and some M.S. students will rotate in school facilities during their programs, and will complete fingerprinting according to the schedules below:

Au.D. Students: All AuD students must obtain fingerprinting at the start of their **second year / during Summer quarter** to ensure their clearance through OSPI is in place by the start of Autumn quarter of year two.

CoreSLP Students: All CoreSLP students who select the Pediatric Schools track must complete fingerprinting prior to their pre-internship and internship placements in the public schools. Students are required to obtain fingerprinting at the start of **Autumn quarter** of their second year, to ensure their clearance through OSPI is in place by the start of Winter quarter.

Other MS Students: On rare occasion a non-school facility may require fingerprinting for student placements. Any CoreSLP or MedSLP students placed at a facility where fingerprinting is required, will be notified by their Fieldwork Placement Coordinator in advance to ensure fingerprinting clearance is in place in a timely manner.

Methods

Students can complete fingerprinting either by Live Scan or Manual / Ink. However, we **strongly recommend** students obtain Live Scan fingerprints whenever possible. The Live Scan method has a faster processing time and ensures higher quality prints which reduces the likelihood that prints will be rejected by OSPI. Manual/Ink prints often have quality issues and may need to be repeated at additional expense to the student. You may obtain fingerprints at the following locations:

Live Scan

- 1) Educational Service Districts (ESD). The ESDs are the only locations approved to conduct and send Live Scan prints to OSPI for processing.

Manual / Ink

Students will use the School District Employees/Contractors **pre-filled FD-258** fingerprint card (available from Fieldwork support staff) and mail the completed print card to OSPI with their processing fee.

- 1) Seattle Police Department's Public Request Unit or other police or law enforcement agencies in WA, excluding the UW Police*.
- 2) WA State Patrol Criminal Records Division in Olympia
- 3) Private Fingerprinting Agencies/Services.

** NOTE: students can longer use the UW Police for fingerprinting services. They only provide Live Scan fingerprinting and have discontinued ink/manual prints. Unfortunately, the UW Police are unable/ unauthorized to send Live Scan prints to OSPI. Currently, only the ESDs can send Live Scan prints to OSPI.*

3. Cardio-Pulmonary Resuscitation (CPR) Training & Certification – for Healthcare Providers

Anyone without a valid CPR card must complete training, that meets the guidelines outlined below, prior to starting the graduate program and maintain their certification throughout their program. The expiration date of the training should be noted on the CPR card. If no date is shown, it is considered to have an annual renewal and must include a certification completion date at the minimum. Once complete, all students must upload an electronic copy of their CPR certification card to Typhon.

Students needing to complete CPR training must adhere to the following guidelines:

- Complete an American Heart Association (AHA) course specially intended for **health care providers**.
- The training must be designated as covering "**Basic Life Support (BLS)**" and must include at a minimum, **adult, infant, and child resuscitation and use of Automated External Defibrillators (AEDs)**.
- An in-classroom training course that provides opportunities for skills practice is required if you have never completed CPR training before.
- An online CPR training course is acceptable **ONLY** for renewal and **ONLY** if the course meets the adult, infant and child resuscitation and AED content requirements for **health care providers**.

NOTE: We recommend you find a certification class that covers a 2-year period. If you cannot, you will be accountable for CPR recertification annually.

4. Universal Precautions / Bloodborne Pathogens Training

To ensure everyone is in compliance and is safe in the workplace, all graduate students are required to complete training and maintain certification in universal precautions for the prevention of blood borne pathogens transmission throughout their graduate program. Any training course taken must adhere to the current

Occupational Safety and Health Administration (OSHA) standards. Once complete, all students must upload an electronic copy of their Bloodborne Pathogens training certificate or card to Typhon.

Students have two options to fulfill this requirement:

- I. Complete the online training course offered through the University of Washington's Environmental Health and Safety Department entitled "[Bloodborne Pathogens for Researchers](#)". This training is free to UW students, faculty and staff and **valid for 1 year**. To complete the yearly training you will need your UW NetID and student number. When registering for the training you must provide the following information:
 - o Your Program = Speech and Hearing Sciences (MS or AuD)
 - o Your Student Number, so you are not mistaken for a UW Employee
 - o Your Supervisor/Dept. Contact = Debbie Higuera (dhiguera@uw.edu)
 - o Department Telephone = 206-685-7402
 - o Departmental Box Number = 354875
- II. Provide evidence of training done outside of the University of Washington via a certification card or training certificate. The American Red Cross offers both an online and classroom based certification course in Bloodborne Pathogens Training entitled "[Heartsaver Bloodborne Pathogens](#)" that meets the OSHA standard. There are also several other companies that offer both online and classroom based courses.

5. Health Sciences Immunization Program (HSIP)

The University of Washington, Campus Health Services and all Health Sciences schools and programs such as Speech and Hearing Sciences, require that incoming graduate students participate in the **Health Sciences Immunization program (HSIP)** provided through Campus Health Services. Participation in the Health Sciences Immunization Program is **mandatory** and the requirement cannot be waived. As part of enrollment in HSIP, students are required to complete and send documentation of their protection against a number of vaccine-preventable diseases and surveillance for tuberculosis.

All HSIP requirements follow the guidelines for health care personnel set by the Center for Disease Control and Prevention (CDC) as pertains to immunizations, immune status, and TB screening. Students may not opt out of these requirements unless there is a documented medical contraindication. Students should be aware that CDC recommendations may change during a student's tenure in a UW health sciences degree program and the University will communicate any changes via the HSIP program. If the CDC recommendations change after students meet the initial HSIP program requirements, students will be required to become compliant with the updated CDC recommendations until the completion of their degree program.

The HSIP website is located at <http://depts.washington.edu/chsweb/hsi> and contains all of the policies, procedures and forms you will need to meet the program requirements. Students are required to visit this website and review all of the requirements and procedures carefully. Each student will pay an annual fee for enrollment in the HSIP. This fee will be charged to your student account at the beginning of each year of your program and will cover:

- The administrative costs related to processing and storing your health related documentation. This includes the review, data input, and compliance status reporting to our department. It also includes providing students with **Individual Immunization Summary Reports** for use in documenting required immunizations for clinical rotations.
- Any follow-up costs and procedures related to a Bloodborne Pathogen (BBP) exposure while enrolled in your clinical degree program. If ever a student has a BBP exposure at a clinical site, they are assured financial coverage for and access to the University's BBP exposure process (e.g., post-exposure assessment, diagnostic lab testing, and post-exposure prophylaxis medications) which includes exposure to HIV, hepatitis B and hepatitis C.

Student immunization information should NOT be sent to the SPHSC department but to the UW Health Sciences Immunization Program (HSIP) at myshots@uw.edu. Throughout the graduate program, required immunizations and tuberculosis screenings must be maintained and documentation provided electronically to HSIP (e.g., scanned copies of immunization records, lab reports of titer result, medical records containing such data, etc.). **Please note that HSIP can place a hold on your registration at any time during the graduate program for non-compliance with immunization requirements.**

In addition to submitting all immunization documentation directly to HSIP at myshots@uw.edu, students must upload to Typhon proof of immunizations via an **Individual Immunization Summary Report** generated by HSIP. Students do not turn in hard copies of immunization records to the department, but do need to upload an Individual Immunization Summary Report to the Typhon system every time his/her immunization records are updated with HSIP. Please request this report directly from HSIP by emailing myshots@uw.edu.

NOTE: Students should be aware that some community-based clinical sites may require students to obtain additional PPD skin tests as a requirement for clinical placements. Sometimes the placement site will cover the cost and administration of the test, and sometimes the student may need to obtain and pay for it on their own.

6. Health Insurance

The University and Department **strongly** recommend that you purchase and maintain health insurance coverage throughout your graduate program, as becoming ill during your academic career or having a blood borne pathogen exposure during your clinical training can be very expensive. Importantly, almost every community placement site requires health insurance as a condition for clinical training. Without insurance you will likely be unable to participate in community-based clinical rotations. Once complete, all students must upload an electronic copy of their health insurance ID card to Typhon.

Individual coverage can be obtained through private insurance, Washington's Health Benefit Exchange Marketplace, or the Federal Insurance Marketplace. If students obtain private insurance, they are advised to confirm that the policy covers prophylactic treatment (e.g., for exposure to bloodborne pathogens) until results of testing are known. International students must obtain insurance through the [International Student Health Insurance Plan \(ISHIP\)](#).

Key links to get started:

- Information on Medicaid & Health Benefit Exchanges <http://www.washington.edu/ship/affordable-care/>
- Residents:
 - Washington Health Benefit Exchange <http://www.wahbexchange.org/>
 - Washington Healthplan Finder <https://www.wahealthplanfinder.org>
- Non-Residents
 - Federal Insurance Marketplace <https://www.healthcare.gov/>

7 Compliance Items with No Expiration Date

All of the following should be completed prior to the start of the graduate program. These are one-time only compliance items and do not need to be renewed. Students should maintain copies of all items in their personal records and will be asked to upload applicable documentation to the Typhon system when directed at the start of the program.

1. UW Deskmail Account

When you enroll at the University of Washington, you are asked to sign up for e-mail service through UW Outlook

Live or UW Google Email, **but do not do that**. As a student clinician within the Speech and Hearing Sciences department, however, you may be communicating sensitive information that cannot be transmitted via the public Outlook or Google servers due to HIPAA Privacy and Security requirements. For this reason, you will sign up for UW Deskmail and use it throughout your clinical program. Students are not allowed to forward UW Deskmail to other accounts (i.e., their gmail account) and disciplinary action may be taken in instances of non-compliance with HIPAA security and privacy policies.

2. Applicant Agreement & Conditions of Admission Form

Applicants must read, sign and upload the acceptance form to the Typhon system during the first week of class.

3. Essential Functions of Speech & Hearing Sciences Education Form

As a condition of admission, all new graduate students are required to read and sign the "Essential Functions of Speech and Hearing Science Education" statement attesting to your ability to meet the standards of our program, with or without accommodations. Applicants must upload the signed acceptance form to the Typhon system during the first week of class.

4. UW Medicine Privacy Agreement Form

All graduate students will review and agree to adhere to the terms of the "UW Medicine Privacy, Confidentiality and Information Security Agreement" form as each element applies to workforce members of UW SPHSC. This form must be printed out, signed and uploaded to the Typhon system during the first week of class. It can be found on the [UW Medicine Compliance website](#).

5. Health Insurance Portability and Accountability Act (HIPAA) Training

All graduate students are required to complete an on-line training prior to starting their program, to understand their responsibilities related to protecting the privacy and confidentiality of an individual's health information. The training is done online via a secure website and lasts approximately 90-120 minutes. The Department's HIPAA Privacy Officer (Nancy Alarcon / nalarcon@uw.edu) will contact all new students when the training is online and available. A UW internet ID is required for this training. Incomplete status can prevent students from beginning classes and clinical practica. Students must print out and upload their certificate of completion to Typhon during the first week of class.

6. Typhon Allied Health Student Tracking Account through Typhon Group

All graduate students are required to enroll in Typhon (pronounced like "ty-fun") at the start of their graduate program. Typhon is a web-based database that tracks clinical hours, schedules, assignments, compliance documentation, quarterly clinical performance evaluations, and a host of additional resources and information that support our graduate clinical education programs. During orientation, each student will be notified of their access to the Typhon system. At that time, each student will enroll in Typhon and individually pay a one-time entry fee of \$80*. Students will be provided extensive training in the Typhon system during orientation and across their degree program. Each student will have access to their data maintained in Typhon for three years following their graduation.

7. Hazardous Waste Management Training

To ensure everyone is in compliance and is safe in the workplace, all clinical graduate students are required to complete training in hazardous waste management. **Students will not be allowed to participate in clinical training without a valid certification.**

Students will complete the online training course offered through the University of Washington's Environmental Health and Safety Department entitled "[Hazardous Waste Management for Clinical & Hospital Staff](#)". This training is free to UW students, faculty and staff so you will need your UW NetId and student number to access this training. Your training is valid throughout your time in the program.

When registering for training you must provide the following information:

- Your Program = Speech and Hearing Sciences / SLP or AuD
- Your Student Number, so you are not mistaken for a UW Employee
- Your Supervisor/Department Contact = Debbie Higuera (dhiguera@uw.edu)
- The Departmental Box Number = 354875

Students must print out and upload confirmation of training to Typhon during the first week of class.

If you have any questions about the status of a compliance item or procedure please contact the Debbie Higuera, Fieldwork Operations Specialist (dhiguera@uw.edu). If you have misplaced or need copies of any of your compliance documents, you may submit a "Graduate Student Copy Request Form" and fee to Student Services for processing.

The University of Washington has partnered with Verified Credentials to manage your **CoreSLP Master of Science** program background check requirements. In order to participate in clinical education at the University and in off-site clinical facilities, CoreSLP students are required to complete **two** background checks while enrolled in the program:

1. Full background check (\$59) at the time of acceptance into the graduate program. This check is a condition of admission and must be completed by the established deadline.
2. Full background check (\$59) at the start of your second year of the program (September) to meet pre-internship and internship site requirements. This must be done **PRIOR** to the start of Autumn quarter.

To access the Verified Credentials “QualifiedFirst” background check system go to: <http://scholar.verifiedcredentials.com/washington>

How It Works:

1. **Enter the appropriate background check code for your program** just above the “Get Started!” button on the right side of the page. You will enter the code below for the FULL background check (\$59).

<p>Full Background Check (\$59) College of Arts Sciences Department of Speech and Hearing Sciences CoreSLP Master of Science Program</p>
<p>CODE: KMWCW-68283</p>

2. Create an account (first time only) **OR** Log into your account with your username and password if repeating background checks during the program
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Once your background check report is complete, students must then upload an electronic PDF copy to the Typhon system.

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.

The University of Washington has partnered with Verified Credentials to manage your **MedSLP Master of Science** program background check requirements. In order to participate in clinical education at the University and in off-site clinical facilities, MedSLP students are required to complete **two** background checks while enrolled in the program:

1. Full background check (\$59) at the time of acceptance into the graduate program. This check is a condition of admission and must be completed by the established deadline.
2. Full background check (\$59) at the start of your second year of the program (September) to meet offsite practicum and internship site requirements. This must be done **PRIOR** to the start of Autumn quarter.

To access the Verified Credentials “QualifiedFirst” background check system go to: <http://scholar.verifiedcredentials.com/washington>

How It Works:

1. **Enter the appropriate background check code for your program** just above the “Get Started!” button on the right side of the page. You will enter the code below for the FULL background check (\$59).

<p>Full Background Check (\$59) College of Arts Sciences Department of Speech and Hearing Sciences MedSLP Master of Science Program</p>
<p>CODE: MMTVB-68829</p>

2. Create an account (first time only) **OR** Log into your account with your username and password if repeating background checks during the program
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Once your background check report is complete, students must then upload an electronic PDF copy to the Typhon system.

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.

The University of Washington has partnered with Verified Credentials, Inc. to manage your **Doctor of Audiology (Au.D.)** program background check requirements. In order to participate in clinical education at the University and in off-site clinical facilities, Doctor of Audiology students are required to complete **three** background checks while enrolled in the program:

1. Full background check (\$59) at the time of acceptance into the graduate program. This check is a condition of admission and must be completed by the established deadline.
2. Full background check (\$59) by June 1st at the end of year two, prior to the start of the 3rd year / Summer quarter.
3. Full background check (\$59) by June 1st at the end of year three, prior to the start of the 4th year / Summer quarter, unless the externship site requires it to happen sooner.

To access the Verified Credentials, Inc. “QualifiedFirst” background check system go to: <http://scholar.verifiedcredentials.com/washington>

How It Works

1. **Enter the appropriate background check code for your program** just above the “Get Started!” button on the right side of the page. You will select the FULL background check (\$59).

Full Background Check (\$59) College of Arts Sciences Department of Speech and Hearing Sciences Au.D. Program
CODE: CCYCW-29284
NEW students complete this background check before they enter the graduate program as a condition of admission. CONTINUING students complete this background check in June of their 2 nd and 3 rd years.

2. Create an account (first time only) **OR** Log into your account with your username and password if repeating background checks during the program
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Once your background check report is complete, students must then upload an electronic PDF copy to the Typhon system.

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.