

SPHSC Clinical Compliance Policy Master of Science 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, 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. Access to Typhon will be provided prior to the start of Autumn Quarter.**

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 Fieldwork Operations (shfield@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 rotation/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 – 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 with specific reference to the following chapter: Student Conduct Policy for Academic Misconduct and Behavioral Misconduct. The policies described in this chapter apply to all 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) or alcohol in the course of clinical or research services and activities. Students are responsible for reading this chapter and abiding by these UW policies. Please know that clinical sites may require a drug panel screening as part of the onboarding process for offsite placements.

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 UW Speech & Hearing Science's online vendor Certiphi Screening, Inc. The background check is REQUIRED and without it your offer of admission can be rescinded. Please complete your background check within 30 days of receiving an email directly from Certiphi Screening. Students will also upload a PDF copy of their background check to Typhon no later than the end of 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. You will receive an email to your UW email address from Certiphi with information on obtaining the required background check.

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. 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, 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, Certiphi. In all of these instances, students are still responsible for reporting the results of the background check to the SPHSC 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.

MedSLP and EdSLP Students / 2 Background Checks

- 1) Full, National Criminal Background Check at time of acceptance (\$51.95)
- 2) Full, National Criminal Background Check in September of year 2, prior to the start of Autumn quarter (\$42.75)

2. Fingerprinting

Fingerprint background checks are currently required for students completing clinical placements in the public schools. Student fingerprints must be submitted and cleared through Washington State's Office of the Superintendent of Public Instruction (OSPI) in advance of placement start dates. The Schools Placement Coordinator will contact you sometime prior to Summer Quarter of your first year with detailed instructions for processing your fingerprints.

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 Red Cross](#) course specially intended for **health care providers**. On the American Red Cross site search for “BLS/CPR FOR HEALTHCARE” to find an appropriate course in your location.
- 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)**.
- The practical/skills evaluation portion of the course must be in-person. Fully online CPR training is not acceptable.

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 Non-Laboratory Personnel](#)”. 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:
 - Your Program = Speech and Hearing Sciences
 - Your Student Number, so you are not mistaken for a UW Employee
 - Your Supervisor/Dept. Contact = Amy Rodda – amyp78@uw.edu
 - Department Telephone = 206-543-5440
 - 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. UW Health Sciences Immunization Program (HSIP)

All UW Speech and Hearing Sciences students in Master of Science programs must comply with immunization and TB screening requirements in accordance with the University of Washington's Health Sciences Immunization Program (HSIP). HSIP follows the Centers for Disease Control and Prevention's (CDC's) Guidelines for Healthcare Workers, which may change during a student's enrollment. Students are required to comply with updated CDC and HSIP requirements upon enrollment and continue to meet ongoing requirements until completion of their degree program, even if those requirements change during a student's enrollment. It is the student's responsibility to meet any requirements of a training site that may differ from those requested by HSIP at the time of enrollment.

By accepting enrollment into the Department of Speech and Hearing Sciences Master of Science Degree Program students agree to meet immunization requirements in accordance with CDC guidelines for healthcare personnel and as outlined by the [Health Sciences Immunization Program](#). Exemptions are granted rarely and only in alignment with CDC recommendations.

Each student is required to create a CastleBranch account, a web-based system where you submit immunization and TB screening records. Students are required to comply with updated CDC and HSIP requirements as outlined in each student's CastleBranch "To-Do List". Instructions for setting up your CastleBranch account can be found at this link: <https://sphsc.washington.edu/intranet/clinical-compliance-requirements-instructions>.

Required Immunizations

A description of the **full immunization and TB screening requirements and acceptable documentation for each requirement can be found in each student's CastleBranch "To-Do List"**. An abbreviated [HSIP Requirements Checklist](#) is available for reference. We recommend students print a copy of the checklist to take to their healthcare provider. In **summary**, each student must show proof of:

- Attestation of childhood polio vaccine series and diphtheria, tetanus, and pertussis (DTaP/DTP/DT/Td) vaccine series (see instructions in CastleBranch if you have not received these vaccines)
- A completed measles/mumps/rubella (MMR) 2-dose vaccine series **OR** positive IgG titers for *each* as proof of immunity
- A completed varicella 2-dose vaccine series **OR** a positive varicella IgG titer as proof of immunity (history of chickenpox is not acceptable)
- A Tdap (tetanus, diphtheria, AND pertussis) vaccine administered in the last 10 years **OR** documentation of a Tdap vaccine (after 2005) and a Td-containing vaccine within the past 10 years
- Completion of **BOTH** a Hepatitis B vaccine series (see CastleBranch instructions for acceptable vaccine series and number of doses required) **AND** a **Quantitative** Hepatitis B Surface Antibody Titer (titer to be submitted **after** submission of the vaccine series)
- An annual influenza vaccine administered after August of the current flu season
- TB screening either by interferon gamma release assay (IGRA) blood test (recommended especially for students with a history of BCG vaccine) **OR** TWO PPD skin tests (the second must be administered between 1-3 weeks after the 1st is read) **OR** for students with a previous positive TB screening test, refer to CastleBranch instructions for what to submit

Students must complete HSIP requirements by the due date listed in their CastleBranch account. For students who are in process with a vaccine series, submit each vaccine dose as received to your CastleBranch account. A new action and due date will be created for the next vaccine or titer that needs to be submitted. A registration hold will result for students who are **overdue** on a requirement and/or a vaccine/titer within a series, regardless of whether classes are in person or online and regardless of whether you will be in a practicum that quarter. Students will not be allowed in practicums unless they are up to date with immunization requirements and/or up to date within a series that is in process and have completed their TB screening.

As part of enrollment in the UW HSIP, students are required to complete and submit 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.

SPHSC student's quarterly enrollment in the HSIP program covers the following:

1. The administrative costs related to processing and storing your health related immunization 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.
2. Any follow-up costs and procedures related to a Bloodborne Pathogen (BBP) exposure while enrolled in your clinical degree program. If 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.

Your Immunization information is NOT sent to the SPHSC department. Throughout the graduate program, required immunizations and tuberculosis screenings must be maintained and documentation provided electronically to the HSIP CastleBranch vendor (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.

Please visit the [HSIP Website](#) for FAQ's and links to the [HSIP Requirements Checklist](#), [HSIP Healthcare Resources](#), [HSIP Policy](#), and an explanation of [HSIP Fees](#). You may contact HSIP via email at 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 the SPHSC 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/>

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 as directed by the program. Students will not be allowed to participate in clinical training without completion of these compliance requirements.

1. UW Email

All new graduate students are required to establish a unique UW Email account at the University. The SPHSC department requires students to utilize **Microsoft Office 365** in order to maintain HIPAA compliance. UW Google Apps may be turned on, but email must go through a UW **Microsoft Office 365 Exchange email account**. Instructions for setting up your email can be found on the SPHSC Intranet.

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. This form can be found on the SPHSC Intranet.

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. This form can be found on the SPHSC Intranet.

4. SPHSC Privacy Agreement Form

All graduate students will review and agree to adhere to the terms of the "SPHSC Privacy, Confidentiality, and Information Security Agreement." Both pages of 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 SPHSC Intranet. Included in this form is an attestation

that you have read and agree to adhere to the terms of the “UW Privacy Office Access and Use Agreement”. Access and instructions for accepting this agreement can be found [HERE](#).

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 completed online and lasts approximately 20 minutes. A UW Net ID and email is required for this training. Incomplete status can prevent students from beginning classes and clinical practica. You may complete this training anytime after you have set up your UW NetID and email. Instructions for completing this training can be found [HERE](#). 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”) before 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. Prior to the beginning of Autumn Quarter 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 \$90*. 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 five years following their graduation. **Note: Fee is subject to change.*

If you have any questions about the status of a compliance requirement or procedure please contact SPHSC Fieldwork Operations (shfield@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.

