

<b>Policies:</b> <b>Student Health Screening and Immunization Policy;</b> <b>Student Travel Health Policy and Elective International Curricular Component Policy</b>	<b>Reviewed by: TNU PA Program</b>
<b>Source:</b> ARC-PA Accreditation Standards for Physician Assistant Education, 5 <sup>th</sup> Edition	<b>Authorized by:</b> Program Director
<b>Date Last Reviewed:</b> April 2024	<b>Date Last Revised:</b> April 2024
<b>Standards Addressed:</b> A3.07 a), b)	<b>Next Review:</b> January 2025

**ARC-PA Standard(s):**

- A3.07 The program *must* define, publish, make *readily available* and consistently apply:
  - a) a policy on immunization and health screening of students. Such policy *must* be based on then current Centers for Disease Control and Prevention recommendations for health professionals and state specific mandates.
  - b) written travel health policies based on then current CDC recommendations for international travel for programs offering elective international curricular components.

**Policies:**

**Student Health Screening and Immunization Policy**

(Accreditation Standard A3.07a; A3.07b)

Trevecca Nazarene University (TNU) Physician Assistant (PA) Program has established the following policy on required immunization and health screening of students based on current Centers for Disease Control and Prevention (CDC) recommendations for health professionals<sup>[1]</sup> and state-specific mandates. Our policy is also informed by common requirements of third-party clinical sites utilized by the Program for supervised clinical practice experiences (SCPEs) and/or experiential learning activities.

All PA students must remain compliant with timely submission and maintenance of the immunization, health screening, and CastleBranch requirements shown in the table below. At any time during the program, a student may be asked to repeat one of the CastleBranch requirements, submit according to an accelerated timeline, or complete an additional requirement for an assigned clinical experience.<sup>[2]</sup> Each student is responsible, including financially, for completing all required items for the program and clinical placements prior to the respective deadlines<sup>[3]</sup>.

Students will sign a written release which allows the Program to maintain these documents in CastleBranch and to send them to clinical sites and preceptors as required, in compliance with ARC-PA Standard A3.19 and in accordance with the program’s file policies. Student health records<sup>[4]</sup> are considered confidential and will not be accessible to or reviewed by program, principal or instructional faculty, or staff except for immunization and screening results.

**Required Immunizations/Vaccinations, Health Screenings, and CastleBranch Documents**

Item	Program Requirements / Student Instructions
Hepatitis B*	<ol style="list-style-type: none"> <li>3-dose vaccination series <b>AND</b></li> <li>Positive antibody (anti-HBs) serologic titer                             <ul style="list-style-type: none"> <li>If the titer shows as negative, the student will need to restart the vaccine series until a positive titer can be provided.</li> </ul> </li> </ol>
Influenza (Flu)* – <b>Annual Requirement</b>	1 dose of influenza vaccine annually between September 1 – September 15. <i>(Do not upload your initial submission until Didactic Fall Semester.)</i>
Measles, Mumps, Rubella (MMR)*	<ol style="list-style-type: none"> <li>2 doses of MMR vaccine <b>OR</b></li> <li>3-component positive antibody titer</li> </ol>
Varicella (Chickenpox)*	<ol style="list-style-type: none"> <li>2-dose vaccine series <b>OR</b></li> <li>Positive antibody titer</li> </ol>
Tetanus, Diphtheria, Pertussis (Tdap)*	Tdap booster administered within the 10 years prior to the student’s anticipated program graduation date.
Meningococcal*	<ol style="list-style-type: none"> <li>Students must provide evidence that they have received at least one dose of the quadrivalent meningococcal conjugate vaccine for serogroups A, C, W, and Y (MenACWY) administered on or after the date of their 16th birthday. (Students aged 16-23 are recommended, but not required, to receive the Serogroup B meningococcal vaccine (MenB). It is important that the documentation specify the MenACWY vaccine (or quadrivalent), or it will be rejected in the system.)</li> <li>The pentavalent vaccine is an option for those requiring both MenACWY and MenB.</li> </ol>
COVID-19*	<ol style="list-style-type: none"> <li>Unvaccinated students should get either[5]: 1 updated Pfizer-BioNTech or updated Moderna COVID-19 vaccine, OR 2 doses of updated Novavax COVID-19 vaccine</li> <li>Students vaccinated before 9/12/23 should get 1 updated Pfizer-BioNTech, Moderna, or Novavax COVID-19 vaccine.[5] This dose is due between September 1 – September 15.</li> </ol>
Tuberculosis (TB)* – <b>Annual Requirement</b>	Two-step TB skin test (TST) series annually: <ol style="list-style-type: none"> <li>Two-step series: 2 separate negative skin tests completed 7-21 days apart (Upload results only after both tests are completed).</li> <li>If your test is positive, medical evaluation including Chest X-Ray (CXR) is required to rule out TB disease and to determine if treatment is needed (see Document Submission Requirements below).</li> </ol>
Physical Exam* – <b>Annual Requirement</b>	Utilize the downloadable Physical Exam form from CastleBranch, with student’s full name and provider signature and date clearly indicated.
Background Check* – <b>Annual Requirement</b>	Ordered through CastleBranch.
Drug Screen* – <b>Annual Requirement</b>	Must utilize the CastleBranch chain-of-custody form and a LabCorp facility.

Current <b>Continuous</b> Health Insurance Documentation*	Image(s) of both the front and back of current health insurance card are required. This must be kept up-to-date for the duration of the program. Students must update CastleBranch immediately with their new health insurance card if their insurance changes.
Didactic Year Handbook – Signature Form*	Read the didactic handbook, then sign and upload the Didactic Handbook Signature form.
Trevecca Nazarene University Physician Assistant Program Disclosure of Student and Academic Information & FERPA Policy*	Read the policy, then complete and submit the appropriate downloadable form(s).
HIPAA Training Certificate	Upload certificate from HIPAA training completed during PA program.
BLS, ACLS, & PALS Certifications	Training is completed during the Didactic Phase, at which time, proof of completion certificates or cards are to be uploaded ( <i>Do not upload any prior certificates or cards</i> ).
Student Identification	Students will upload a color copy of the front and back of their current driver's license and front & back of their Trevecca student ID.
Clinical Year Handbook – Signature Form	Read the clinical handbook, then sign and upload the Clinical Handbook Signature form.
Clinical Orientation Completion – Signature Form	After completing all clinical orientation assignments/trainings, sign and upload the Clinical Orientation Completion form.
PA Program Student Risk Waiver – Didactic and Clinical Phases (Assumption of Risk, Release, and Waiver of Liability Agreement)	Review, sign, and upload the program’s student waiver form (covers both didactic and clinical phases).
Trevecca Safety & Security Policy Acknowledgment:  Safety & Security Policy for Off-Campus Learning Experiences	Review the university policy and sign and upload the policy acknowledgement form (covers both didactic and clinical phases).
<b>Document Submission Requirements</b>	
<b>Item</b>	<b>Admissible Documentation Must Clearly Include the Following:</b>

<p>Immunizations</p>	<p>Health care provider documentation that includes student name, immunization name, and administration date(s).</p> <ul style="list-style-type: none"> <li>• For influenza, must also include lot/batch number, site of administration, and name of administering healthcare provider.</li> <li>• For COVID-19 primary series and booster, must also include the manufacturer, lot/batch number, and date(s) of vaccination(s).</li> </ul>
<p>Antibody titers (serologic evidence of immunity)</p>	<p>Lab report (qualitative or quantitative titer) that includes student name, test name, test results, and date that the test was performed.</p>
<p>TB screening</p>	<ul style="list-style-type: none"> <li>• TST: Health care provider documentation that includes student name, test name, administration date, administration site, date interpreted (48-72 hours from administration), and test results (given in millimeters if results are positive).</li> <li>• Medical evaluation &amp; CXR (if positive TST): Documentation of medical provider clearance on official letterhead, including the provider name/signature, the date of the CXR, and documentation that the CXR was negative for TB. <i>(Do not upload CXR images, as these are considered protected health information and should not be viewable by program faculty/staff.)</i></li> </ul>

**Items noted with an asterisk (\*) above require initial CastleBranch submissions that are mandatory for matriculation.** Students who have CastleBranch deficiencies will not be permitted to attend class or rotations until all CastleBranch deficiencies are resolved or a plan for resolution has been approved by the Promotions, Retention, and Disciplinary (PRD) Committee. Any absences incurred as a result of violation(s) of this policy will count towards a student’s unexcused absences in accordance with the Program’s Attendance Policy. Remaining compliant with all requirements of CastleBranch is mandatory. Failure to remain compliant with any CastleBranch requirement will result in a meeting with the PRD Committee. The PRD committee will determine a corrective course of action which could include, but is not limited to, the student being placed on Professional Probation or possible dismissal from the PA Program.

**Vaccine Exemptions:** Exemption requests for required vaccinations, such as in the case of a known contraindication, may be considered by the University. In these cases, the student must provide the required documentation in sufficient time to allow the University to review and process the request. All of the following must be completed prior to the student's matriculation into the PA program, in accordance with the deadlines provided for the student’s cohort\*:

1. For a medical vaccine exemption, the student must provide the required documentation to the Trevecca Nazarene University Disability Services. For instructions and required forms, please contact Disability Services at 615-248-1463 or email [disabilityservices@trevecca.edu](mailto:disabilityservices@trevecca.edu)

2. For a religious exemption, the student must provide the required documentation to Trevecca Nazarene University Human Resources. For instructions and required forms, please email Human Resources at [HR@trevecca.edu](mailto:HR@trevecca.edu)

3. If the request is approved by the University, the student must then upload the appropriate University Vaccine Exemption Approval Form and a signed PA Program Vaccine Deferral Waiver as one combined file [7] to CastleBranch in place of the respective vaccination record. The Vaccine Deferral Waiver will be available on the matriculating student SharePoint. \*Note: The COVID-19 vaccine exemption request deadline for the 1 updated dose if a student was vaccinated before 9/12/23, is September 1, 2024

**Exemption Disclaimer:** Even if a vaccine exemption is granted by the University, the Program cannot guarantee any supervised clinical practice experience placements due to requirements mandated by affiliated clinical sites. Students must agree to take responsibility for all risks as outlined in the program's *Vaccine Deferral Waiver*.

**Questions:** For those with questions regarding the Program's immunization and health screening requirements, please contact the Program Director, Kathleen Flach, at [Kflach@trevecca.edu](mailto:Kflach@trevecca.edu)

**Footnotes:**

[1] The CDC recommendations for health professionals on which this policy is based include those regarding vaccinations

(<https://www.cdc.gov/vaccines/adults/rec-vac/index.html>, see section for "Healthcare Workers") and Tuberculosis (TB). ([Clinical Testing Guidance for Tuberculosis: Health Care Personnel | TB Prevention in Health Care Settings | CDC](#)).

[2] For international elective rotations, there may also be additional requirements based on current CDC guidance for travel (<https://wwwnc.cdc.gov/travel/>; <https://www.cdc.gov/vaccines/adults/rec-vac/index.html>, see section for "International Travelers"), clinical site requirements, and applicable country requirements for entry and exit.

[3] Additional information about requirements and deadlines will be disclosed to students via our *CastleBranch Requirement Letter* (for matriculating students), Castle Branch emails, the Didactic/Clinical Student Handbooks, and other communications from the Program as applicable.

[4] The ARC-PA does not consider needle stick/sharp reports, results of drug screening, or criminal background checks, a part of the health record (ARC-PA 5<sup>th</sup> Standards Manual).

[5] Refer to CDC COVID-19 vaccination recommendations here: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>. Per the CDC, COVID-19 vaccine recommendations will be updated as needed. COVID policy is based on review of the current CDC requirements and the requirements of our clinical sites at the time of the immunization deadline. Please see vaccine waiver information above.

[6] Refer to CDC meningococcal vaccination recommendations here: [Meningococcal Vaccine Recommendations | CDC](#)

[7] These items provide the PA Program with documentation of the student's refusal of the vaccination without disclosing protected health information related to student medical issues, in compliance with ARC-PA Standard A3.19.

## **Student Travel Health Policy and Elective International Curricular Component Policy**

(Accreditation Standard A3.07b)

The TNU PAP may offer international supervised clinical practice experiences (SCPEs) as an option for student *elective* rotations. The program may also offer other elective international curricular components during the

didactic and/or clinical phases. Clinical sites and preceptors located outside of the United States will only be used for elective rotations (ARC-PA Standard B3.02).

Students completing elective international curricular components for the program (such as clinical rotations) may have additional immunization requirements and expenses specific to the destination or trip (in addition to those noted in the *Student Health Screening and Immunization Policy*) that will be the student's responsibility, including financially. These students are required to meet the CDC recommendations for travel to their specific area.<sup>[7]</sup>

Although the program seeks to do everything possible to ensure a safe environment for international curricular components, students should be aware that there are inherent risks with traveling internationally and should take appropriate precautions. Students are also required to follow current university and government policies regarding international travel, which are subject to change.

1. Students participating in elective international curricular components of the program, including international clinical rotations, are required to **read and sign a Student Activity Waiver** (*Assumption of Risk, Release, and Waiver of Liability Agreement*) agreeing to hold Trevecca Nazarene University harmless regarding risks related to the program activity and associated travel. Students must ensure that they provide up-to-date emergency contact information to the program via this waiver.
2. Students must also **complete and sign an International Elective Clinical Rotation Checklist and Agreement**.
3. The rules of the university and PA program regarding behavior apply while on any international or off-campus activity associated in any way with the institution/program. Participants will be required to **sign an agreement to abide by the PA Program Code of Conduct**. Those who violate university/program policy will be disciplined/sanctioned appropriately. This may include dismissal from the trip and an early return. If such an action becomes necessary, the violator will pay all expenses incurred. Additionally, it may also include official sanctions from the university regarding student conduct as set forth in the student judicial handbook.
4. The international clinical sites utilized by the PA program may offer recommendations on travel arrangements (preferred airport for arrival, etc.) and may offer student housing or other accommodations (eating facilities, internet, clothes washing/drying, etc.). However, students are solely responsible for ensuring they have made the appropriate travel (flights, visa/passport, immunizations, etc.) and accommodation (room, internet, food, etc.) arrangements for international rotations and should prepare for these far in advance. It is recommended that students also purchase flight insurance and select refundable options for rotation and travel-related costs, when possible, as there is no guarantee that rotations or flights will not be cancelled due to weather, safety concerns, scheduling conflicts, etc. **Students are financially responsible for all their costs associated with the international rotation and with travel/accommodations**, including any fees charged by the clinical site to the student. Students should confirm with the Clinical Team and preceptor/site prior to booking flights or making other arrangements to ensure that arrival/departure dates and other details are appropriate.

Please see the Clinical Handbook's Scholarship section for details regarding potential scholarship assistance.

5. Students must agree to **comply with all applicable University, Program, clinical site, and country/destination requirements** regarding vaccination, testing, quarantine/isolation, and other health safety measures for COVID and other applicable diseases, and to provide proof of compliance (e.g., vaccination records, COVID tests) if requested.
6. Students must agree to **comply with any host government regulations** for entering/departing the country/countries they are traveling to (adhering to laws, submitting required documentation, getting all required immunizations/vaccinations for host country), along with any additional local regulations and clinical site requirements.
7. Students must enroll in the U.S. Department of State's **Smart Traveler Enrollment Program (STEP)** at <https://travel.state.gov/content/travel/en/international-travel/before-you-go/step.html>.
8. It is recommended that all student travelers download [TNU TimelyCare](#) to utilize on the trip as needed. This is a 24/7 telehealth and teletherapy service students can access while abroad.
9. It is recommended that students consider acquiring **travel insurance** to cover any unexpected contingencies such as having to quarantine/isolate overseas. (For questions related to potential travel insurance options through the university, please contact Chuck Seaman, Director of Financial Services, at [cseaman@trevecca.edu](mailto:cseaman@trevecca.edu).)
10. Students must create **contingency plans** to deal with the possibility of student illness and the inability to return to the U.S. as planned, including the possibility of contracting a communicable disease while on the clinical rotation/trip (example: COVID-19). This includes securing housing for isolation as needed (5-10 days), which may be done in coordination with the clinical site/preceptor. The contingency plans should be communicated to the Clinical Team via the **International Elective Clinical Rotation Checklist and Agreement**.

#### Footnotes:

<sup>[7]</sup>Destination-specific travel resources and recommendations available from the CDC at <https://wwwnc.cdc.gov/travel/>. Additional recommended travel resources for students available from the U.S. Department of State at <https://travel.state.gov/content/travel/en/international-travel.html>.