

**NORTHLAND COMMUNITY & TECHNICAL COLLEGE  
HEALTH AND HUMAN SERVICES PROGRAMS  
PROCEDURE ON STUDENT HEALTH SCREENING RECORDS  
POLICY 3310P**

To protect the health of students, staff, patients and others and to comply with standards adopted by affiliated clinical training locations, Northland Community and Technical College has enacted Policy 3310 providing that all students enrolled in a Health and Human Services Program (HHSP), before being allowed to participate in clinical training, will be requested to submit dates of vaccination against certain communicable diseases, and date and result of having undergone screening for tuberculosis. These procedures are designed to implement Northland Community and Technical College Health and Human Services Programs (HHSP) Policy 3310 concerning the collection, maintenance and access to student health screening records.

**Data Collection and Informed Consent**

Each student enrolled in an HHSP shall, at the beginning of his/her enrollment in the program, be provided with a *Student Statement of Understanding and Consent to Release Health Screening Records*. This document informs the student of Policy 3310, the implementation procedures, how the health screening information will be used, who will have access, whether providing the information is legally required, and the consequences of providing or not providing the information. The document will also contain a provision indicating whether the student gives consent for the health screening information to be released to appropriate third persons, such as affiliated clinical personnel.

HHSP students will be asked to sign the form to indicate that they have received and understand its contents, and also asked to sign the consent.

HHSP students shall be informed that unless otherwise required under Minn. Stat. Sect. 135A.14, subd.2<sup>1</sup>, they are not legally required to provide the health screening information. If students do not provide all requested information, they may not be allowed to participate in clinical training, unless they satisfy one of the exceptions. Students will be advised that affiliated clinical training sites may refuse to allow students at their site who have not consented to allow site personnel access to their health screening information.

Students shall be notified that willful failure to provide accurate or complete health screening information may be grounds for discipline under the Student Code of Conduct.

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<sup>1</sup> All persons born after 1956 who did not graduate from a Minnesota high school in 1997 or later, and who are registering for more than one class during a full academic term must provide proof of immunization for measles, mumps and rubella, and diphtheria and tetanus in writing to include the month and year of each immunization.

### **Health Screening Data Requested**

All HHSP students, irrespective of the application of Minn. Stat. Sect. 135A.14,<sup>2</sup> will be requested to provide dates of their most recent immunization for the following vaccine preventable diseases. Students shall submit the requested health screening information to the designated College official. The College shall review the health screening information to ensure that immunizations and screening have been in compliance with applicable standards. The College shall notify students whether additional documentation will be requested before participation in clinical training will be permitted.

- Measles, mumps and rubella; (at least 2 doses required @  $\geq$  12 months of age)
- Diphtheria and tetanus; (1 dose required within the past 10 years)
- Varicella (chicken pox); (date/age of disease required or 2 doses required) and
- Hepatitis B (HBV), or a signed declination. (Persons at risk should have completed a 3 dose series) Students should consult with their personal health care providers to assess the advisability of a HBV vaccination.

This data may be requested upon application to the College or upon application to a specific health and human services program, depending on program specific timelines.

### **Exceptions to Immunization Requirements**

Dates of an immunization listed above will not be further requested if the student submits a statement that shows:

- That, for medical reasons, the student did not receive an immunization;
- That the student has experienced the natural disease against which the immunization protects; or
- That a laboratory has confirmed the presence of adequate immunity.

If the student submits a notarized statement that the student has not been immunized as listed above because of the student's conscientiously held beliefs, further proof of the immunizations described above will not be requested. However, the student may be denied access to the clinical training, which may result in an inability to complete the health program requirements. The College shall forward this statement to the Minnesota Commissioner of Health, as permitted by Minn.Stat.Sect. 135A.14, Subd. 3<sup>3</sup>.

Students will be required to provide the date and results of a Tuberculin Skin Test (i.e., Mantoux) 3 months prior to the start of the clinical training in accordance with health industry standards. The results of a two-step Mantoux test will be requested if there has been no TB testing of the student within the past year. If the results of the Mantoux test

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<sup>2</sup> This law requires students who were born after 1956 who did not graduate from a Minnesota high school in 1997 or later to provide proof of immunization for measles, mumps and rubella, and diphtheria and tetanus within ten years of first attending a post secondary school. There are some exceptions to these requirements, and under this statute, only students who are enrolled in at least one class during an academic term (not extension or correspondence classes) or housed on campus need comply.

<sup>3</sup> Required only for persons defined as "students" under Minn. Stat. Sect. 135A.14, Sub. 1(c), i.e., born after 1956 who did not graduate from a Minnesota High School in 1997 or later and registered for more than one class during a full academic term are required to provide proof of immunization against measles, rubella, mumps, diphtheria and tetanus, unless an exception applies.

are positive, the student will be requested to provide the date of the last chest x-ray. In the event that a chest x-ray result is positive, the College will advise the student to seek medical advice as to the appropriate course of action.

### **Maintenance of and Access to Student Health Screening Data**

Health screening records of HHSP students are classified as private educational data under federal and state law. The College will maintain student health screening records separate from other academic records, and take reasonable measures to ensure that access to this data conforms to applicable law. A signed copy of each student's *Information and Consent* form shall be maintained with his/her health screening records.

If the student has given his/her informed consent in writing, the College may disclose his/her health screening information to the affiliated clinical healthcare provider where the student is located. *The College may develop summary data from the health screening data, which does not identify individual students; summary data may be disclosed without student consent.*

The College should notify the affiliated healthcare providers of their obligation to maintain health-screening data as private and that re-disclosure is prohibited.

*Date of Implementation:*

*Date of Adoption: 6/2/04*

*Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06*