Verified Credentials
Immunization & Additional Requirements Data Tracking, Background Check & CPR Instructions
This presentation will describe the steps all students enrolled in health programs must **ANNUALLY** perform to:

- Document their immunization and TB screening status through Verified Credentials
- Complete required background checks
- Submit proof of CPR certification
Overview

- Students enrolled in a Health and Human Services Program (HHSP) at Northland Community & Technical College participate in clinical training experiences as an essential part of their studies.

- Clinical training includes performing direct patient care through participation in clinical experiences at affiliated hospitals and other healthcare institutions in the region.
Overview

- Health and Human Services students must comply with both Minnesota law and clinical facility requirements related to immunization and TB testing.

- Students are NOT allowed to participate in clinical education experiences without documentation of COMPLETED program immunization and TB testing requirements.
Immunizations and TB screening
What Immunizations are needed?

- **Tetanus-Diphtheria (Td or Tdap)**
  - Booster must have been given within the past 10 years
  - Healthcare students are encouraged to obtain a Tdap booster ASAP if they have not had one previously (regardless of when their last Td booster took place)

- **Measles, Mumps, Rubella (MMR)**
  - 2 doses required at least 1 month apart.
  - First dose must be given on or after one year of age; and after 1971 for combined MMR vaccine or after 1967 for individual doses

- **Hepatitis B (HBV)**
  - Must receive all 3 doses at appropriately spaced intervals to be considered fully immunized and attend clinical. Please note – it can take 4-6 months to complete the entire series.

- **Varicella (chicken pox)**
  - Must have proof of positive immunity through either a titer or 2 vaccine doses

- **Influenza (must be completed annually)**
What Immunizations are needed?

**Tuberculosis**

- Upon entering a health and human services program, student must have a negative two-step TB test (TST) OR a negative interferon-Gamma Releases Assay (IGRA) blood test. After that time the student must complete a yearly TB test by either doing the IGRA or the TST
  - Two Step Skin Test
    - When you have your first step placed and then read, that is considered the first step.
    - You must return to your provider to have the test placed and read again for your second step.

- For students who have experienced a positive TB test, they will be requested to provide the date of the last chest x-ray, along with an annual letter from a healthcare provider indicating they are medically cleared to provide direct patient care.
Online Immunization Data Entry

- Immunization and health screening data is submitted to Verified Credentials for review and verification.
- You will be required to sign up and create an account with Verified Credentials, the cost for this is $35 (this is a one time fee).
- Your program will provide you with a unique code to utilize upon registration which will link you to your program.
Once you have created your account with Verified Credentials you will want to gather your documentation for all immunizations and from your most recent Tuberculosis screening. This documentation would likely be available from your health care provider or public school. The documentation should list the exact dates of your immunizations.

Your Verified Credentials account will have a spot for each of the requirements that you must upload into your account.

Be sure when you upload your documents and enter the date in Verified Credentials that you are entering the date the immunization was given or the TB skin test was read.
Your program faculty will give you directions with website and login information. You Must use the Northland College Program Code to insure you are completing the correct data entry information.

Cost - $35.00
Consent to Disclose

○ Verified Credentials will have NCTC’s “Student Advisory Concerning Health Screening Records and Consent to Disclose” loaded within your account.

○ You will be responsible for printing this off, signing it, and uploading it back into your account.

Student Advisory Concerning Health Screening Records and Consent to Disclose

(Print Name) am a student at Northland Community and Technical College who is enrolled in a [health and human services program (HHS)]. I acknowledge that I have been informed of and understand the following:

1. That Northland Community and Technical College, to protect students, employees, and the public, has established certain standards for health screening as required by law. The requested information includes: [list of diseases or conditions].

2. That unless an exception applies, I am not legally required to provide this information, but if I do not, I may be ineligible to participate in [HHS] clinical experience or training unless I meet an exception in the policy.

3. This policy applies to provide complete and accurate health screening information. This information is used for discipline under the College Student Conduct Code. I may be asked to provide documentation to verify the health screening information I have provided.

4. That the health screening information I provide is classified as private educational data under state and federal law, and the College will maintain and otherwise handle this data in accordance with the applicable laws.

5. That the health screening information I provide will be used to determine whether I meet the health standards for eligibility to participate in clinical training that is an essential part of my HHS. Medical information will be available to college faculty, administrators, clerical or professional employees who have a legitimate educational interest to access the information in order to perform their official duties.

6. That this information may also be available to instructors, administrators, clerical or professional personnel at affiliated clinical training sites if I have consented to disclosure. If I do not consent, I may not be able to participate in clinical training at that site. These sites may disclose health screening information to another party only if I give further consent or if the site is mandated by law to report information to public health officials.

7. That information from my background study may be shared between the Minnesota Department of Human Services and the Vendor of National Background Study.

(Initials) acknowledge that I have been informed of and understand the above.

(Initials) consent to allow the College to disclose my health screening information to the affiliated healthcare site where I am assigned in order for the site to ascertain my health status to participate in clinical training.

Signature of Student: ___________________________ Date: ___________________________

Northland Community & Technical College
www.northlandcollege.edu
How to Complete the Screening Forms

• Once the completed information has been submitted and approved by Verified Credentials, you may want to print a copy for your records.

• Keep a copy of your completed and signed Immunization Records along with a full copy of the completed information from Verified Credentials during clinicals/fieldwork
  • At any time an employee of the clinical site may request proof of required immunizations and TB testing
Criminal Background Checks
Criminal Background Checks

• Minnesota law requires that any person who provides services that involve direct contact (as defined in Minnesota Statutes, Section 245A.04, subd.3) with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state.

• Any individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement.

• Failure to participate in a clinical placement required by the academic program will result in the ineligibility to qualify for a degree in the program.
Criminal Background Checks

• Students in health programs are required to have criminal background verification. Some programs require this prior to program entry, while others require this prior to participating in clinical experiences (check with your program director regarding specific program timelines).

• Criminal background studies must be completed annually. The results of the criminal background study must be on file prior to beginning clinical rotations.

• Directions to complete these required background checks will be provided to you by your program faculty members.

• Students must keep a copy of their MN Background Study, which they receive in the mail; and print and keep a copy of the National Background Study, which they receive via email.
You will be given directions with ID and password login info. Once logged in follow the directions to create a background study

- You will be mailed a copy of your results from MN DHS.
- You MUST upload a copy of your results into your Verified Credentials Account.
National Background Check

Your program faculty will give you directions with website and login information. - - You Must use the Northland College Program Code to insure you are requesting the correct National Background Study.

Cost - $50.00
CPR Certification
Current CPR Certification is required

• You must upload a signed copy of the front and back of your current card to the Verified Credentials website

• Most programs will accept one of the following (it is your responsibility to check with the program to determine what they accept)

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<th>CPR for Health Care Providers (American Heart Association)</th>
<th>CPR for Professional Rescuer (Red Cross)</th>
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This recognizes that

The American Red Cross recognizes this certificate as valid for [insert number] years from completion date.
Review:

• Collect your Immunization Information

• Create an account with Verified Credentials and upload all your required immunization information – cost is $35.00

• Submit Minnesota Background Study, once you receive your results upload a copy into your Verified Credentials account

• Upload a signed copy of the front and back of your current CPR Card to your Verified Credentials Account

• Print, sign, upload consent form to your Verified Credentials account

• Submit and Pay for National Background Study – cost is $50.00

Questions: Check with your program faculty or email Jodi Palmiscno, Jodi.Palmiscno@northlandcollege.edu