

Healthcare Reference Sheet *Internship, Career Exploration, Volunteer*

Healthcare paperwork and requirements will vary by site. This reference sheet provides information on ways to obtain the necessary documentation, forms, and/or training depending on what your particular site requires. Privacy Laws and Liability issues make it challenging to obtain shadowing experiences in many clinics and hospitals. It is important that you take the initiative to be pro-active in contacting and finding out what the specific requirements are for the particular site. This type of information is usually available through the human resource department or shadowing/internship supervisor at your site.

Vaccination and Immunity Record

To obtain a copy of your vaccination record, either check with your local healthcare provider or go to Gustavus Health Service office and request a copy. To obtain a copy from Gustavus Health Service, call 507-933-7630 or stop by during business hours (M-F from 8:00am-4:30pm).

Be sure to review your vaccination history for any incomplete vaccinations or discrepancies. Many times a copy of the vaccination record is what is necessary, but some health sites want you to fill out your vaccination information on their forms.

*Special note that the Chicken Pox (varicella) vaccination or exposure needs to be documented. If you were not vaccinated or only had the first vaccination and were exposed to chickenpox you would need to state that you were immune due to exposure. Gustavus Health Service offers a blood test to check for immunity to chickenpox (varicella). For further information about the blood test, call 507-933-7630. An appointment will need to be made and results are generally available in 72 hours. This service will be billed to your insurance.

TB (Mantoux) Test

If you have had a previous TB (Mantoux) typically the policy is:

- Within 3 months no action needed (documentation needs to be provided)
- 4-12 months ago (need one Mantoux)
- Greater than 12 months ago (Need 2- Step)

You need to check with your particular site to determine their specific TB test requirements.

If a TB test is required, call Health Service (x7630) or stop by to make an appointment with a nurse for this test. The test takes 48-72 hours to complete, so DO NOT wait until

the last minute! Some facilities require just one test, but many require two. One StepTB (Mantoux) test @ Gustavus Health Service:

Appointments must be Monday, Tuesday, or Wednesday before noon for test administration (a small injection of serum in your arm). A second appointment is needed to check “read” the test 48-72 hours after, so schedule accordingly. This service will be billed to insurance.

Two Step TB (Mantoux) test @ Gustavus Health Service:

After the first step is completed (see above) there is an additional 7-14 day waiting period and then the test is repeated (another injection with the same process as above). The nurse will sign off after the second test has been read.

Important note: A Two Step TB (Mantoux) test will take at least two full weeks from start to finish of the process. Health Service does also offer QuantiFERON-TB Gold testing, a blood test that is slightly more expensive, but can be done during one visit (instead of the four visits it takes to complete a Two Step TB (Mantoux) test. Check with your program/facility to be sure they allow the QuantiFERON-TB Gold test as a substitution for the Two Step TB (Mantoux) test.

Background Check

If the site is requiring a background check there are usually two scenarios. The first scenario, the site has a background check form that you need to fill out and sign and the health site will require the background check be completed by their organization.

The less common second scenario, the site requires a background check and this needs to be done independently (on your own) and have the results sent to the healthcare site contact. To learn options about obtaining an independent background check contact: Janine Knutson, Gustavus Internship Director, jknutso6@gustavus.edu .

HIPPA Acknowledgment

(HIPPA) Health Insurance Privacy and Portability Act protects the privacy and security of protected health information. It is illegal for you to use or disclose health information outside the scope of your duties. This includes oral, written, or electronic uses. Read your site HIPPA policy carefully and understand the responsibility involved in being in the health setting. You may be required to sign that you have read and understand your sites HIPPA policy.

Confidentiality Agreement

Typically you will be required to sign a confidentiality agreement stating that you understand that you may have access to confidential information and that confidential information is protected in every form, such as written, electronic records, oral communication and computer programs and applications. Breach of confidentiality may result in immediate termination of experience and result in penalties and liabilities

under state or federal laws. Read confidentiality agreement carefully and understand the responsibility involved in being in the health setting.

Blood Borne Pathogens

Your site might require that you have this training, if the training is not offered to you through your site, contact: Janine Knutson, Gustavus Internship Director, jknutso6@gustavus.edu to see if there are on-campus options.

Certificate of Liability or Contract between Gustavus and Site

If your site requires this type of certification or contract, contact: Janine Knutson, Gustavus Internship Director, jknutso6@gustavus.edu with the required paperwork. This process between the two institutions will take time to complete, plan accordingly.

For additional questions or clarifications, feel free to contact:

Janine Knutson, Gustavus Internship Director, jknutso6@gustavus.edu

Heather Banks, Gustavus Director of Health Professions Advising, hbanks@gustavus.edu