

Eastern Michigan University
School of Health Sciences
Master of Occupational Therapy Program

Health & Educational Requirements Policy

October 3, 2017

Policy:

To comply with affiliation agreement requirements and to ensure the health and safety of clients at our fieldwork sites, all students must complete the following health and educational requirements upon admission to the EMU OT program and/or annually:

Health Requirements due by August 1st each year:

1. Hepatitis B vaccination or positive titer
2. Measles, Mumps & Rubella (MMR) **titer** (a titer is required, proof of vaccination will not be accepted)
3. Varicella **titer** (a titer is required, proof of vaccination will not be accepted)
4. Tetanus, Diphtheria & Pertussis (Tdap) vaccination within last 10 years
5. 2-step Tuberculosis (TB) skin test (annually)
6. Influenza (annually, completed by October 1st each year)
7. Physical examination (annually, only the approved department form will be accepted)
8. Proof of health insurance coverage (annually)

Educational Requirements due by September 15th each year:

9. CPR certification & First Aid training
10. OSHA/Blood Borne Pathogens training (annually)
11. HIPAA training (annually)

Many fieldwork sites have their own policies to ensure the health and safety of their clients, including additional health and/or educational requirements. It is the sole responsibility of the student to comply with all agency fieldwork requirements in order to be placed at a given site. The associated cost(s) of any additional agency requirement(s) is the student's responsibility. Additionally, it is the responsibility of the student, not the Academic Fieldwork Coordinator, to keep a record of all completed health and educational requirements and to provide documentation of completion to their fieldwork sites upon request.

Process:

Students may complete the health requirements with their own physician or at University Health Services (<http://www.emich.edu/uhs>). *It is recommended that students begin completing health requirements, especially vaccinations, as soon as they are admitted to the program in case they need to complete a vaccine series, as these can take several months. Physical examinations and TB tests should be completed in July to ensure coverage for the entire school year.*

Educational requirements will be coordinated annually by the OT department and attendance is **mandatory**. *Educational requirement training will be scheduled for the late summer/early fall before students begin their first level I fieldwork experience.*

The process for documenting completion of health and educational requirements is outlined below. This process must be completed online through www.castlebranch.com and the associated cost is the student's responsibility. The cost is a one-time fee of \$35.00. Students will have life-long unlimited access to their health and educational documents.

1. Go to www.castlebranch.com
2. Click on "Place Order"
3. Enter package code AS02IM
4. Follow instructions to complete all requirements by the assigned due dates

All health and educational requirements must be met and uploaded to CastleBranch **prior** to the start of fieldwork. It is the student's responsibility to ensure that all requirements have been met and to provide documentation of completion to their fieldwork site. Failure to complete requirements on time will result in a delayed start for fieldwork and students will be required to make up days/hours. A significant delay in starting fieldwork may result having to withdraw from the class.

Anticipated Approximate Costs (based on University Health Services costs), although many requirements may be covered by insurance:

1. 2-step Tuberculosis (TB) test: \$60.00
2. Hepatitis B series: \$195.00
3. MMR titer: \$110.00
4. Varicella titer: \$50.00
5. Tdap: \$60.00
6. Influenza: \$35.00 annually
7. Physical examination: \$50.00-70.00 annually
8. Proof of health insurance coverage: \$1,850.00 per year or \$615.00 per semester
9. CPR & First Aid training: \$100.00 (good for two years)
10. OSHA/BBP training: free through OT program
11. HIPAA training: free through OT program