

## *Information on Background Checks and Other Pre-Clinical Requirements*

### Third Professional Year Class

As you prepare to enter Advanced Pharmacy Practice Experiences (APPEs or clerkships) in the spring semester 2010, there are several items that will need your attention. The Joint Commission for Accreditation of Healthcare Organizations (JCAHO) has established regulations that require hospitals to hold students in their facilities to the same standards as they do employees. Specific background checks and other requirements are now necessary for students to enter patient-care facilities. This is a requirement placed upon colleges by hospitals as they adhere to JCAHO accreditation regulations, not a UF College of Pharmacy initiative.

The College of Pharmacy through the Office of Experiential Programs and the Office for Student Affairs has developed a framework to assist you in meeting these requirements. The range and complexity of these new requirements will require diligence by students and us to make sure everything is completed. Some requirements have already been met, while others will be due December 1. **Students must comply with the above requirements by the deadlines established. Failure to comply will mean delayed access to hospital sites for APPEs. In addition, reduction in grading for APPEs can occur for failure to meet established deadlines.** Please do not assume that if you miss deadlines and are not allowed to enter an APPE that your APPEs can easily be rescheduled. *That is not going to be a possibility.* With limited clinical sites and the number of enrolled students, flexibility does not exist.

A thorough background check will be conducted by Certiphi. They will verify the following:

- Social Security Number
- Violent Sexual Offender and Predator Registry Search
- HHS/OIG List of Excluded Individuals/Entities
- GSA List of Parties Excluded from Federal Programs
- U.S. Treasury, Office of Foreign Assets Control, List of Specially Designated Nationals
- Certification & Designations Check
- Professional Disciplinary Action Search

**You will receive *two emails* from Certiphi**, our newly contracted screening corporation:

1. **Background Check Authorization link.** Be sure to follow the instructions in that email and use the code (UFLCOPSTUDENT) they provide by **October 23, 2009**. If you do not complete the application by the deadline, there is a 10% Grade Penalty in ***YOUR FIRST APPE ROTATION***. You will receive a copy of the report to review and accept. You will also be given the option to utilize the Report Delivery Manager software that will allow you to send reports directly to your APPE site.

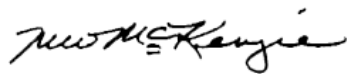
The criminal background check provides information prior to entering clinical facilities. A more up-to-date status may be required by some hospitals. Thus, **IF YOU ARE ARRESTED** while on APPE rotations, you must report the incident to the Office of Experiential Programs immediately in order to meet the affiliation agreements between the College of Pharmacy and selected clinical sites. Failure to self-report can be basis for a charge of misconduct through the University's Office for Student Conduct and Conflict Resolution based on non-adherence to the affiliation agreement and misrepresenting one's status to gain access to an academic requirement.

2. **Drug Test Authorization Link.** You will receive an email from Certiphi ***in January 2010*** with an authorization link, payment instructions, site locations and user code. Do not lose this email!

Enclosed please find an easy to follow checklist of required documentation. This can also be found on our website at <http://www.cop.ufl.edu/studaff/prac1.pdf>.

Thank you for your cooperation,

Sincerely,



Michael W. McKenzie, Ph.D.  
Senior Associate Dean for Professional Affairs

# CHECKLIST

Third Professional Year Pharmacy Students - Fall Semester 2009

**10% Grade Penalty in YOUR FIRST APPE for Late Submissions!**



**Due By October 23, 2009**

- 1) **Criminal Background Check Request.** Follow links and directions in email from Certiphi.



**Due By December 1, 2009 (Submit to YOUR Campus Coordinator)**

- 1) **Medical Exam:** Submit Physical Exam Statement <http://www.cop.ufl.edu/studaff/2pd-5.pdf>.
- 2) **Vaccination Against Influenza Virus.** Submit Influenza Vaccine Documentation Form <http://www.cop.ufl.edu/studaff/form1.pdf> or on physician's letterhead.

**At this time, Health Center Colleges are recommending, but not requiring, that students obtain an H1N1 immunization. If this policy changes to require the H1N1 vaccine, you will be notified by email as soon as feasible.**

- 3) **Two-Step PPD Skin Test:** Submit <http://www.cop.ufl.edu/studaff/3pd-12.pdf>. The two-step PPD test is used to detect individuals with past tuberculosis with diminished skin test reactivity. This procedure will reduce the likelihood that a boosted reaction is later interpreted as new infection. **TB skins tests may need to be repeated at the six month time frame in clerkships for some hospitals (by Sept. 1, 2010 once you have begun APPEs).** You may contact hospitals well in advance of your schedule to determine **IF you need a repeat two-step or one-step PPD skin test after six months into clerkships.** Please see Information on Two Step TB Skin Test <http://www.cop.ufl.edu/studaff/2pd-4.pdf> for more information.

\*Remember – This series must be completed *within six months of the first rotation for some clinical sites.* Earlier test results may not be valid!

**NEVER TURN IN ANYTHING WITHOUT KEEPING A COPY!**

<b>Campus</b>	Gainesville	Jacksonville	Orlando	St. Petersburg
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<b>FAX</b>	352/273-6219	904/244-9591	407/814-6185	727/549-6400

## Items That Should NEVER Lapse!

*Make SURE That You are Up To Date by December 1!*

- 1) **Personal Health Insurance:** *Submit photocopy of card or receipt of payment, if changed or expired.*
- 2) **Malpractice Insurance:** *Malpractice insurance certificate or card, if expired*
- 3) **Tetanus and Diphtheria vaccination:** *Must be up-to-date within last 10 years such that you are covered during the time frame for APPE's. Check your personal health records! Update us if expired!*
- 4) **Cardiopulmonary Resuscitation (CPR) Certification:** *Submit proof of current Adult and Child certification, if necessary.*

**NOTE:** *If you have renewed any of these items and not updated the Office of Student Affairs, we will not know, and will assume expiration. If any of these items lapse, you will not be permitted to proceed through APPE rotations.*

***You are expected to know if/when an item has expired.***

***DO NOT call or email for verification.***

**BE PREPARED!**

**You MAY BE Asked to Provide the Following:**

- 1) **Antibody Titers** for proof of immunity may be required by specific hospitals. You will receive notice of such once your APPE schedule is confirmed in January 2010. Use the Form for Blood Titers, TB, and Chest x-ray <http://www.cop.ufl.edu/studaff/3pd-12.pdf> to report antibody titers, if required. (Note: If antibody titers are low or undetectable, you will need a new vaccination for measles or rubella or varicella. A mumps antibody titer is not performed. An undetectable hepatitis B level will require one booster vaccination).
- 2) **Deadline: 30 Days Prior to Entry into Selected Sites During Clerkship Year:**  
You will receive instructions on where and how to obtain drug screens in January 2010 prior to the beginning of APPE rotations in March.
  - A) **10-Panel Urine Drug Screen or Alcohol Screen:**
    - a. Contact the preceptor at the clerkship site 30 days prior to planned entry into the hospital for clerkship. (Note: *Not all sites require drug or alcohol screens. It is not necessary to get a screen unless required.*) Once you receive information on the specific requirements for that hospital, you must act on it as soon as possible.
    - b. The screen may include (depends on site requirements):
      - [Amphetamines](#) (including [Methamphetamine](#), "Crystal Meth")
      - [Barbiturates](#)
      - [Benzodiazepines](#)
      - Cannabinoids (THC, [Marijuana](#))
      - [Cocaine](#)
      - [Methadone](#)
      - Methaqualone
      - [Opiates](#) (Codeine, Morphine, [Heroin](#), Oxycodone, Vidcodin, etc.)
      - [Phencyclidine](#) (PCP)
      - [Propoxyphene](#)

**You MUST utilize a lab authorized by Certiphi** for drug screenings unless your rotation site requires another provider. You will receive three Chain of Custody documents at APPE Orientation (January) which are required in addition to the on-line processing. You will need to get authorized (on line payment and processing) and bring a Chain of Custody document with you to the lab each time you submit to drug testing. Should you require additional forms and are not near a campus Student Affairs office, please request one by email ([frontdesk@cop.ufl.edu](mailto:frontdesk@cop.ufl.edu)). It will be mailed via US mail. Should you require the Chain of Custody form sooner (3-5 business days), you will be responsible for overnight charges.

- 1) **Other Various Site Requirements:** A particular site may require an item of responsibility, confidentiality, or liability that will be outside this list. You will have to adapt to that particular requirement. Possible requirements may include:
  - VA Paperwork due 60 days prior at certain centers
  - FIT (**N95**) tested if going into rooms with patients with Acid Fast Bacillus (AFB) precautions
  - 1-9 Employment eligibility
  - English proficiency
  - Influenza Vaccination(s)
  - 85-11 Questionnaire for non-sensitive positions
  - U.S. Citizenship at selected sites (only for International students)
    - INS F1 Visa
    - Green card
    - Naturalization papers 10-2850c

**Good Idea:** Carry copies of all required documentation with you.

**Better Idea:** Each time you turn in something to the Office of Student Affairs or complete an on-line requirement, scan an image into an electronic file, stored on an external hard drive. Before leaving for your first APPE experience, copy all of that onto a secured 'flash' or 'thumb' drive and wear it around your neck or keep in a safe place. This includes your intern license, CPR card, and proof of all vaccinations.