

**UIC COLLEGE OF APPLIED HEALTH SCIENCES (AHS)  
POLICY RELATED PARTICIPATION IN CLINICAL, FIELDWORK, EXPERIENTIAL LEARNING, OR PROFESSIONAL  
TRAINING ROTATIONS/INTERNSHIPS**

**Policy Statement:**

Student placements, regardless of whether they are at the undergraduate or graduate levels, clinical or non-clinical, must be supported by fully executed contracts signed by both the University Comptroller or the UIC authorized delegate, and the authorized signatory for the other party. As an institution of higher education and a state agency, we are obligated to protect our students who need to go out to various facilities external to UIC as part of their coursework. We need to make sure that these facilities are in good business standing, are not excluded from Medicare and Medicaid, and that they have adequate insurance coverage for their employees and agents, among many other requirements. Additionally, we need to protect our institution and ensure that the facilities in which students are placed have an accurate understanding of their obligations and relationships with UIC and UIC's students.

The UIC placement contract template (attached) defines the responsibilities of a supervised experience in a practical setting. Students are expected to meet the policies, procedures, and standards of each specific facility, including health insurance coverage, immunization requirements, and confidentiality in record keeping and communication. Per each UIC contract with a placement site, units or departments will be responsible for ensuring that each student is in compliance with all of these requirements.

While this policy acknowledges that each contract is unique, many facilities share similar requirements. For example, although some facilities may not require extensive immunization requirements, in order to ensure that a student is eligible to meet the requirements of a broader range of facilities, programs may elect to require the full range of immunizations described herein. In some cases, a student's placement may be canceled precipitously or may need to be changed at the last minute for some other reason and requiring more rigorous requirements across the board may allow for an easier placement of a student at an alternative site, if necessary.

In addition to the requirements and responsibilities covered by the UIC placement contract template, as an institution, UIC upholds certain student requirements and responsibilities, which are subject to change from time to time. Examples of these UIC-specific requirements and responsibilities include, but are not limited to HIPPA training <https://hipaa.uillinois.edu/>, UIC's General Immunization Requirements [https://registrar.uic.edu/student\\_records/medical\\_immunization.html](https://registrar.uic.edu/student_records/medical_immunization.html), Proof of Medical Professional Liability/Insurance Coverage for students in the health professions [https://www.treasury.uillinois.edu/risk\\_management/medical\\_professional\\_liability/](https://www.treasury.uillinois.edu/risk_management/medical_professional_liability/), requesting liability coverage.

As students of UIC, all students in the College of Applied Health Sciences are responsible for adhering to these requirements unless otherwise specified within their department/program handbooks. Correspondingly, faculty and staff from the units or departments are responsible for ensuring student compliance with these requirements and responsibilities.

In summary, this policy acknowledges that the remaining details described in this policy document regarding student responsibilities and requirements for health insurance, physical examination, vaccinations, HIPPA training, professional behavior, criminal background checks, drug screening, record-keeping, and fees, will vary from program to program and from placement to placement. Therefore, these varied requirements and responsibilities are to be determined, upheld and overseen at the unit, departmental, or program level, by faculty and staff within the unit, department, or program, depending on what is appropriate.

**Purpose:**

To describe faculty, staff, and student responsibilities surrounding clinical and non-clinical fieldwork education in the College of Applied Health Sciences.

**Accountability:**

The Department clinical/fieldwork education coordinator from each participating department or program shall ensure compliance with this policy. The Individual Department Heads and Graduate and Professional Program Directors will implement this policy, with advice from the Associate Dean for Academic and Faculty Affairs, where appropriate.

**Applicability:**

This policy shall apply to all AHS students enrolled in any UIC/AHS-sponsored clinical or non-clinical educational programs conducted in any health-care facility or similar entity (e.g., school or community-based organization) participating in the program. A UIC/AHS-sponsored clinical or non-clinical educational program is one for which UIC/AHS maintains academic responsibility.

**Background:**

Several programs in the College of Applied Health Sciences require student participation in fieldwork, clinical training or other student placement. In order to participate fully in these experiences and comply with contract requirements with external institutions, students must meet certain requirements before beginning their training programs. The guidelines detailed below describe commonly recommended best practices. Individual programs within the College of Applied Health Sciences may have policies that include all of these requirements, some of these requirements, and/or additional requirements, and students are expected to meet these requirements in addition to the college policies, unless otherwise specified within their department/program handbook.

An online company (CastleBranch) is used to track immunization, criminal background, drug screens, insurance, and other requirements. Students in programs using this company are expected to upload



requested documentation within the timeframes established by their individual programs. Not meeting these deadlines could impact a student's ability to participate at a placement site.

#### **Procedures:**

The following procedures describe commonly recommended best practices for ensuring student adherence to a wide range of UIC and non-UIC requirements and responsibilities. Provided that adherence to the UIC Placement Contrat Template (attached) and UIC general campus policies are upheld, it is the purview and responsibility of each unit, department, or program to determine which of these to uphold and oversee.

#### **Health Insurance:**

Students may be expected to maintain health insurance coverage during their enrollment in the College of Applied Health Sciences and while participating in their fieldwork or clinical training. This coverage must allow for the student to receive necessary healthcare irrespective of the location of a particular clinical/fieldwork placement site. Proof of insurance will be requested through an online company (e.g., CastleBranch), or, students may be enrolled in UIC's CampusCare or may complete a waiver, annually). In cases where proof of insurance is required and a student is not able to produce the proof necessary for a given site, a student's participation could be delayed, or the student could be reassigned to a different placement, if appropriate documentation is not provided.

#### **PROTECTED HEALTH INFORMATION/HIPAA PRIVACY AND INFORMATION SECURITY training:**

All students participating in clinical placements/professional clinical/fieldwork training, and internships in healthcare facilities internal and external to UIC must complete Health Insurance Portability and Accountability Act (HIPAA) training. All students must first complete basic PHI/HIPAA Privacy and Information Security training and then an Annual Update-Security training. After completing the modules, a transcript should be printed and submitted to the Department clinical/fieldwork education coordinator and the Program Director. Each department or program is responsible for delivering the training and tracking students' completion. Most students complete the basic HIPAA training and Annual Update – Security training that is delivered via UIC's Learning Management System (LMS), but as long as the appropriate training and compliance requirements are met, departments and programs may choose their own distribution and compliance tracking technology. For those using UIC's LMS, once access to the system has been setup, students will be sent an email with login details and further instructions. Students will not be permitted to begin their clinical/fieldwork placement without documentation of their HIPAA training completion.

#### **Criminal Background:**

Students may be expected to complete a criminal background check at UIC prior to beginning their clinical placement training at any location internal and external to UIC and may be subject to a sanctions check if working in a UIC HIPAA covered entity. Failure to undergo a criminal background check could jeopardize a student's ability to complete the program. Each program begins clinical training on a different schedule, so students should refer to their individual program handbooks for specific timelines for submission of background check documentation. Depending on their nature and on the requirements of the program in which the student is enrolled and the clinical/fieldwork placement site, certain types of past, pending, or



current criminal charges could impact a student's eligibility to initiate, continue, or complete clinical training and may also impact a student's eligibility for licensure following program completion. Any offenses known by the student should be disclosed to the Department clinical/fieldwork education coordinator, the Program Director, and the Department Head within each program prior to beginning the clinical placement training.

Any offense (disclosed or undisclosed) that is revealed by the Background Check process must be cross-verified by the student to ensure that the student's identity is correct. The student will then be given five working days from the time the finding is disclosed to the student to provide an optional written response to the report, describing the circumstances surrounding the offense, whether there was a conviction, any sentencing (community service or prison time served), and the completion of any rehabilitation efforts. If there is more than one offense, it is possible to address each one within the report. Once the Background Check process is complete and the optional report has been received by the clinical/fieldwork education coordinator within the UIC department, this individual should then provide a report of the disclosure and the corresponding Background Check documentation of findings to the Department Head and the Associate Dean for Academic Affairs, a designated representative from the clinical/fieldwork placement site for an independent review by each party. If the parties disagree on the final recommendation and a clinical/fieldwork site is willing to take the student irrespective of the Background Check findings, the case should be elevated to the Dean for a final recommendation. Should a student enter the program with a past, current or pending charge of a criminal offense or other criminal violation, a student's enrollment or completion eligibility could be jeopardized. Moreover, the student may be required to meet with the UIC Police or other personnel to discuss possible consequences not only for program completion but also for licensure or certification, when applicable. In addition, disciplinary action may be taken through the student conduct process which could also impact enrollment or completion eligibility.

Students could be asked by individual clinical/fieldwork sites to provide a current copy or additional evidence of their criminal background check and/or drug screen information. Sites are within their right to request this information and/or request that an update or re-check be provided. Failure to provide this information to a clinical/fieldwork site could jeopardize a student's ability to complete their clinical/fieldwork rotation.

### **Drug Screening:**

A 10-panel drug screening that includes testing for certain substances that may be detected in prescribed or non-prescribed (street) drugs may be required prior to participation in clinical/fieldwork training at any location, internal and external to UIC. Documentation of the drug screening will be requested through Castle Branch. A student may be asked by a facility (without prior notice) to submit a recent drug screening and/or repeat a drug screening prior to participating in their clinical/fieldwork rotation.

UIC is a drug and alcohol-free campus, irrespective of the legality of a given substance. UIC's drug and alcohol policy <https://policies.uic.edu/uic-policy-library/student-affairs/policy-regarding-alcohol-drug-use-students-employees/> and its fact sheet about Cannabis, <https://dos.uic.edu/student-assistance/health-personal-concerns/cannabis-know-the-facts/>, both provide more detail about these issues. All positive findings related to any type of drug or alcohol use will be evaluated on a case-by-case basis. If a drug screen reveals a positive finding, a student may be pulled from or prevented from starting their clinical rotation. The finding could jeopardize their enrollment eligibility in the future, depending on the circumstances. A student must meet



with the department’s clinical/fieldwork education coordinator to provide justification for the positive screen and/or documentation from a healthcare provider explaining the drug screen result before being able to continue in their clinical/fieldwork training. In some cases, a student may not be eligible to continue at all or at their current facility. Depending on the circumstances, a student may seek placement at an alternate site, if appropriate, and if the site is willing to take the student. Reassignment of a clinical/fieldwork site is not guaranteed and can be difficult due to the limited number of placements available. Positive findings could delay or terminate a student’s progress in the program, depending on the situation.

If a dilute negative is reported, a student may be asked to retake their drug screen or another form of testing. Students may also be subject to random drug screening during the remainder of their clinical/fieldwork placement, depending on the circumstances.

Tolerance for medically prescribed marijuana or other prescribed, centrally-acting medications, may or may not be permitted at certain levels, in certain states, and at certain clinical/fieldwork sites, depending upon laws regarding medical marijuana use or other policies and practices, and depending upon the specific policies and practices at the clinical/fieldwork sites. In the State of Illinois, medical marijuana use, for example, may be permitted if a student is an authorized medical cannabis patient according to state law, and has been legally prescribed the drug by a physician. However, this does not guarantee that a fieldwork site will allow the student placement to take place, even if the placement is located within the State of Illinois. Depending on the setting or clinical/fieldwork site, students may be allowed to retest after a documented positive result or may be allowed to show tolerance. Please note that placement at a clinical/fieldwork site is never a guarantee if a student tests positive for medically prescribed marijuana or for any other prohibited substance. Even in states such as Illinois that may permit the use of medical marijuana, UIC and any affiliated clinical/fieldwork placement site retain the right to wholly deny or delay a student’s placement at the site with contingencies, even if the marijuana being used is medically prescribed. Depending on the circumstances, a student may seek placement at an alternate site, if appropriate, and if the site is willing to take the student. Reassignment of a clinical/fieldwork site is not guaranteed and can be difficult due to the limited number of placements available. Medical marijuana use could delay or terminate a student’s progress in the program, depending on the situation.

In summary, UIC reserves the right to require students to undergo tests for drugs or alcohol. Students who refuse to comply with recommended evaluations may be subject to disciplinary action.

### **History and physical exam:**

Each student may be expected to undergo a complete medical history review before beginning at UIC/AHS and, if required by their program and/or clinical/fieldwork site, an appropriate physical examination. Students may be seen by their own provider. The UIC University Health System may serve as a medical provider at the request of the individual student. Depending on the requirements of the placement site and circumstances at hand, this may be an annual, repeated or renewable requirement.

### **Vaccinations:**

Individual programs may have unique immunization requirements based on the clinical/fieldwork sites internal and external to UIC at which students complete their training. Individual program requirements will



be specified within program handbooks and Castle Branch requirements. Questions about specific requirements should be directed to the Department's clinical/fieldwork education coordinator for each program. Students who fail to provide proper documentation of immunizations, for any reason, may not be able to participate in some or all of their clinical/fieldwork rotations, depending upon the requirements of the site, and until documentation is provided.

#### Tuberculosis:

Students may be required to have a current TB test for all of their clinical/fieldwork rotations, internal and external to UIC. If a positive test result is reported, a negative chest X-ray report (within 1 year) may be required. The approach to testing may vary according to the requirements of the specific program and clinical/fieldwork placement site, but most sites require the QFT-G (Quantiferon Gold) blood test.

Depending upon the requirements of the individual program, each student must undergo TB testing, either using the Mantoux method (5 tuberculin units of intradermal PPD), or an FDA-approved blood assay for TB, prior to patient contact. All PPD tests must be administered, read and interpreted in accordance with Centers for Disease Control and Prevention (CDC) guidelines (see Reference B). All FDA-approved blood assays for TB must be administered, read and interpreted according to guidelines issued by the CDC, FDA and the manufacturer. Positive reactions shall be appropriately followed up. The two-step method shall be used if the initial PPD test at UIC is negative and there is not another documented negative PPD test within the preceding 12 months. If baseline TB testing is performed with an FDA-approved blood assay for TB, the above-described two-step method is not necessary.

Thereafter, annually or more frequently if indicated, students with negative reactions shall be re-tested. Students with positive reactions shall be followed and treated as appropriate.

Students with a history of BCG (bacille Calmette-Guerin) vaccination are not exempt from the TB testing requirement because there are no data to indicate that these individuals experience an excessively severe reaction to TB screening test, and because anyone with a history of BCG with a positive TB screening test result is considered infected with TB and is treated accordingly.

Students who have initial positive TB test results, subsequent TB test conversions, or symptoms suggestive of TB must be evaluated promptly for active TB. This evaluation should include a history, clinical examination and a chest X-ray. If the history, clinical examination or chest X-ray is compatible with active TB, additional tests, such as sputum microscopy and culture should be performed. If symptoms compatible with active TB are present, the student will be excluded from clinical activities until either (a) a diagnosis of active TB is ruled out or (b) a diagnosis of active TB is established, treatment is begun and a determination is made by the director of the UIC Health Service that the student is noninfectious. Students who do not have active TB should be evaluated for preventive therapy according to published CDC guidelines. However

preventive therapy for latent infection in the absence of active disease cannot be required. If the evaluation for active TB, treatment for active TB and/or preventive therapy for latent infection is carried out at a facility other than a UIC site or UIC-approved site, all test results and documentation of care provided must be shared with the director of the appropriate UIC Health Service. Students receiving preventive treatment for latent TB infection need not be restricted from usual clinical activities.

#### Tetanus and Diphtheria:

Students may be required to have received a tetanus booster within the last 10 years. Certain AHS programs or departments and many clinical/fieldwork sites require a Tdap booster prior to beginning a rotation.

At a minimum, each student must submit documented proof of immunity to Tetanus and Diphtheria prior to or within thirty (30) days of beginning at UIC/AHS. (People born before 1957 may be immune from childhood exposure to the naturally occurring diseases, but this evidence has proved unreliable.) Immunity can be proved by:

- a. Documentation of receipt of an initial series of at least three doses of TD, DT or DPT vaccine or
- b. This requirement may be met by two doses of TD vaccine given one month apart followed by a third dose six months later.
- c. Proof of primary series of vaccinations or a booster for those who had the primary series, must be shown to have occurred within the last ten years.

#### Influenza:

It may be required that all students receive an influenza vaccine each year timed according to the flu season with the current influenza vaccine. Most clinical/fieldwork sites require an influenza vaccine and not receiving it could lead to the cancellation of rotation. Refer to the exemptions/exceptions section later in this document for additional information regarding this requirement.

#### Hepatitis B:

Students may be required to be immunized against Hepatitis B which includes a series of three injections. Hepatitis B Surface Antibody and/or Surface Antigen titers are necessary after immunization to confirm immunity.

Specifically, students may undergo testing for HBV infection and immunity pre-placement and prior to patient/client contact. These tests should ordinarily consist of hepatitis B surface antigen (HBsAg), antibody to HBsAg (HBsAb) and antibody to hepatitis B core antigen (HBcAb), followed by additional tests as deemed appropriate by the University Health Services department.



If students *test negative for HBV* infection and immunity, and they have not been previously immunized, they shall begin immunization against HBV, which consists of injections at times zero, one month and month six. If students test negative for HBV infection and have been previously immunized but have inadequate levels of antibodies despite such previous immunization, they shall receive a booster dose of the vaccine. Testing for antibody titers (HBsAb) 1-2 months post-immunization should be performed; non-responders to a primary series of immunizations or booster dose should complete a second three- dose immunization series and be tested again for serologic response. Individuals who still do not respond with antibody production following a second series of immunizations are considered susceptible to HBV infection, and shall be counseled regarding precautions to prevent HBV infection and the need to obtain hepatitis B immune globulin (HBIG) prophylaxis for any known or probable significant exposure to HbsAg- positive blood.

In all instances, current CDC recommendations should be followed regarding initial HBV immunization, post-immunization antibody titers, re-immunization or booster doses for inadequate antibody titers, and post-exposure immunoglobulin prophylaxis for non-responders.

If the initial *HBV tests are positive* and indicate a significant potential for transmission of the virus, an evaluation shall be made prior to patient contact of the need for monitoring of clinical performance and/or of the scope of assigned or permitted clinical activities consistent with patient protection, especially the performance of exposure-prone procedures. This evaluation shall be made by a committee chaired by the Associate Dean for Academic Affairs or his/her designee. The committee may consult with infectious disease experts knowledgeable about the most current information and recommendations of groups such as CDC, and national medical and dental professional and educational organizations. Clinical healthcare providers may be restricted in their clinical activities.

Students who have been diagnosed with chronic Hepatitis B infection shall not be precluded from clinical activities based solely on the presence of chronic infection. These cases will be evaluated on a case by case basis by a panel as described above.

#### Measles, Mumps, Rubella (MMR):

Students may be required to be immunized against measles, mumps, and rubella (MMR). Antibody titers are required to confirm immunity. Specifically, each student must submit documented proof of immunity to measles, mumps and rubella prior to or within thirty (30) days of beginning at UIC/AHS. (People born before 1957 may be immune from childhood exposure to the naturally occurring diseases, but this evidence has proved unreliable.) Immunity can be proved by serologic (laboratory) evidence of immunity to each disease.

Students lacking the necessary documentation of immunity as described above must receive at least one dose of MMR prior to or within thirty (30) days of beginning at UIC/AHS; a second dose must be taken no less than one month later.



Six weeks following the second dose a titer must be drawn to show serologic (laboratory) evidence of immunity to each disease.

If the 2nd Measles IgG titer comes back negative, the student is considered a “non-responder”. The UIC College of Applied Health Sciences will approve this status and no other MMR boosters will be necessary contingent upon a letter from the student’s physician. The physician’s letter must be submitted along with written proof of all vaccinations and negative titers. The letter from the physician must indicate that the student is sufficiently immune based on CDC guidelines. In these situations, students should be counseled on the risks associated with their non-responder status by their healthcare provider before proceeding with any future clinical/fieldwork experience. Additionally, non-responder status is likely to limit, delay, or prevent a student’s placement in the required clinical/fieldwork placement sites necessary for program completion.

#### Varicella (Chicken Pox):

Students may be required to be immunized against Varicella or have a documented history of Varicella provided by a healthcare provider prior to beginning the program. Antibody titers are required to confirm immunity. Specifically, students must, prior to beginning at UIC/AHS, prove immunity to varicella-zoster virus via serology. If immunity is not shown then the student must receive two doses of varicella vaccine 4 to 8 weeks apart. Six weeks following the second dose immunization should be tested via serology. Because of potential transmission of the vaccine virus to susceptible high-risk patients/clients, such as immunocompromised patients/clients, newborns and pregnant women, contact with high-risk susceptible patients/clients should be avoided if a vaccine-related rash develops within three weeks of receipt of either the first or second dose of the vaccine.

#### Polio:

(PLEASE NOTE – POLIO IMMUNIZATION IS REQUIRED FOR STUDENTS LIVING IN CAMPUS HOUSING). Each student may be required to submit documented proof of immunity to Polio prior to or within thirty (30) days of beginning at UIC/AHS. (People born before 1957 may be immune from childhood exposure to the naturally occurring diseases, but this evidence has proved unreliable.) Immunity can be proved by either:

- a. Documentation of receipt of an initial series of at least three doses of inactivated poliovirus vaccine (IPV), live oral poliovirus vaccine (OPV), or four doses of any combination of IPV and OPV, or:
- b. Serologic (laboratory) evidence of immunity to each disease.

COVID-19: (Ref.: the University of Illinois at Chicago Policy 6/27/22:  
<https://today.uic.edu/student-covid-19-vaccination-requirements-and-deadlines>)

**All students are required to get a COVID-19 vaccination prior to the fall semester** if they are able to do so. This includes students at the regional campuses and students who participate in off-campus learning activities.

**Students must disclose their COVID-19 vaccination status through [UIC Healthcheck](#) and/or any unit portals **as soon as possible**.** Students should disclose vaccination status according to departmental guidelines and deadlines.

Upon disclosing that one is fully vaccinated (including any requirements for boosters) at least 14 days since one's final dose of a COVID-19 vaccine, one will fulfill the COVID-19 vaccination requirement.

Following one's vaccination disclosure, one will receive instructions from one's department on how to submit proof of vaccination.

#### VACCINATION EXEMPTION

In the interest of the health and safety of our entire UIC community, COVID-19 vaccination exemptions are limited to specific medical conditions with physician documentation and religious exemptions. By clicking on the following link, students may [request an exemption online](#).

Unvaccinated students who obtain an exemption will be required to participate in symptom monitoring via [UIC Healthcheck](#) and on-campus COVID-19 [saliva testing](#) at least once weekly, and continue to wear a face-covering indoors to participate in classes, activities or events on campus.

The college of Applied Health Sciences cannot guarantee a fieldwork placement for any student if the fieldwork site to which the student is assigned refuses to allow the student to participate based on these exceptions and exceptions for any other requirements related to fieldwork.

#### Other Exceptions/Exemptions:

Students may be exempted from any required immunization if he/she/they have a medical contraindication for that immunization and if failure to receive this immunization does not prevent fulfillment of the requirements of the training program at UIC/AHS. Students must be aware that this status is likely to limit, delay, or prevent a student's placement in the required clinical/fieldwork placement sites necessary for program completion. Conditions comprising valid medical contraindications to vaccine administration are those set forth by the Centers for Disease Control and Prevention. Such students must present a written statement from a physician licensed to practice medicine in the United States or a foreign country stating that a specific immunization is medically contraindicated, and giving the reasons for and duration of this contraindication. These written physician's statements shall become part of the individual's immunization record and shall be reviewed annually by the AHS college-level staff person for Clinical Education in conjunction with the Unit Head/Director of Graduate Studies to determine whether this exemption shall remain in effect for the next year. When a medical contraindication no longer exists, the student must then comply with the immunization requirements. The College of Applied Health Sciences

shall provide reasonable accommodations to those students whose medical conditions contraindicate immunizations so long as the failure to be vaccinated will not prevent the individuals from fulfilling the requirements of the training program. Applicants or newly admitted students should be informed in writing of the immunization and testing requirements prior to enrolment at UIC/AHS by way of sharing this policy and any other unit policies with them. A signature attesting to their understanding should accompany all written documentation that is provided to the applicant or student.

1. A student may present reason(s) to be exempted from any required immunization to the AHS college-level staff person for Clinical Education and Associate Dean for Academic and Faculty Affairs. The reason(s) must not prevent fulfillment of the requirements of the training program. If the reason(s) are acceptable to the College, the individual will be required to acknowledge in writing that he or she was informed of the value of immunizations and has knowingly declined to have such immunizations for stated reasons. Students should be informed of the immunization and testing requirements prior to starting at the UIC/AHS. Students must be aware that this status is likely to limit, delay, or prevent a student's placement in the required clinical/fieldwork placement sites necessary for program completion.
2. Students who are not able to complete immunizations and tests by the start of the training program at UIC/AHS may not register and enroll in a clinical/fieldwork placement. In extraordinary and well-justified cases, a student may register and start on a provisional basis if temporary exemption is granted by the AHS college-level staff person for Clinical Education and Associate Dean for Academic and Faculty Affairs. However, depending upon which documentation, immunization or test is lacking, these students may be excluded from certain activities such as patient/client contact. For example, students may be restricted from contact with patients/clients if they have not received at least one dose of hepatitis B vaccine or cannot provide serologic evidence of current immunity to hepatitis B or have not signed a waiver. Students shall not be permitted to have contact with patients/clients unless they have received tuberculin testing and any required follow up. Provisional start of the training program on this basis may be limited by the College. If a student is restricted from patient/client contact and is unable to fulfill the academic requirements of the program, the student may be subject to dismissal.

If a student cannot receive a vaccination series and/or TB skin test prior to beginning a clinical/fieldwork rotation because of a health condition and the rotation requires such, placement may not be guaranteed. To mitigate this situation, a letter from a physician may be provided to explain these circumstances. Students may elect to provide documentation from their healthcare provider explaining reasons for suspending initial or further vaccination. If a student is unable to receive vaccinations due to religious reasons, UIC makes no guarantees of the student's acceptance at a clinical placement site and makes no guarantees for continued enrollment or degree completion. Furthermore, UIC makes no guarantees for continued enrollment to students who are unable to demonstrate full immunity or fail to demonstrate an appropriate response to a vaccine. Students encountering this situation may not be eligible to complete their training at specific clinical/fieldwork sites based on individual site requirements, which could limit the types and numbers of sites available to a student. Furthermore, UIC will not accept liability if a student should become infected with any communicable disease should they be deemed ineligible to receive a vaccination by their physician or should they become infected following the standard attempts at vaccination and revaccination recommended in this protocol.

**Professional Behavior:**

All students participating in clinical/fieldwork rotations internal and external to UIC are expected to demonstrate professional behavior at all times during their training. Clothing, jewelry, hair, personal hygiene, and fragrances should be appropriate for the particular placement setting and students should adhere to local institutional policies. Communication and interactions with providers and patients/clients should all be performed in a respectful and courteous manner. In addition, students are expected to be respectful of the patients/clients and staff with whom they are working, including recognizing their individual cultural and ethical beliefs and values.

Use of any tobacco products or alcohol while at a clinical/fieldwork site and during rotation hours is prohibited.

Patient confidentiality should be maintained at all times. Federal regulations prohibit disclosure of patient information without the patient's written consent. Students should follow the specific policies of individual clinical/fieldwork sites as it relates to handling of patient records. In all cases, patient records should not be removed from the facility unless specifically given permission to do so.

Students should be punctual and must notify their Department's clinical/fieldwork education coordinator AND preceptor at the site as soon as possible of any tardiness or absence. Repeated absences or tardiness could result in dismissal from a clinical/fieldwork site.

Students should also request permission before using facility resources such as phones for personal use, photocopiers, fax machines, computers/internet, etc.

Students are visitors/guests of facilities and should keep in mind that they are representatives of the university. Any unprofessional behavior could impact the availability of future rotations for the program.



**Removal from Academic and Clinical Activities:**

All students enrolled in the UIC College of Applied Health Sciences are expected to demonstrate professional behavior and perform activities in a safe manner. Any behaviors determined to be unsafe and/or unprofessional by a site preceptor or the Department's clinical/fieldwork education coordinator within the program could result in a student's removal from a clinical/fieldwork rotation. If a student's behavior does not meet the safety standards specified by the program or facility, a student could be at risk of earning a failing grade for their rotation which could result in dismissal from the program. Individual cases will be reviewed by the Academic/Clinical Standards Committee within each program and determination will be made as to whether a student is eligible to continue with their program.

In addition, all students completing clinical/fieldwork training are expected to perform their duties in a safe, secure, competent and effective manner and according to the academic and professional standards of their program. Students who are not fit to perform these duties may create a safety hazard to themselves or others, including fellow students, patients/clients, faculty, or the UIC community and others. In appropriate circumstances, a student may be required to be examined by a healthcare provider through University Health Services in order to determine their fitness to participate in clinical and academic activities. UIC reserves the right to require students to undergo psychological/psychiatric evaluation and treatment, as well as tests for drugs or alcohol. Students who refuse to comply with recommended evaluations may be subject to disciplinary action.

Students are evaluated at set intervals and given feedback from their site preceptors and Department clinical/fieldwork education coordinators. If students have questions or concerns about their performance, they should discuss this with their program's clinical/fieldwork education coordinator. The departmental coordinator is responsible for assigning a student's grade based on their own evaluations and feedback from the preceptors. Students who fail to meet the performance benchmarks within a set timeframe as specified by their individual program could be at risk for failure of their rotation. When a student fails their rotation, a failing grade is earned. Failing a rotation could result in dismissal from the program. Each program's Academic/Clinical Standing Committee will review each student's performance and determine whether they are eligible to return to the program or dismissed. In many cases, when a student is reinstated, a remediation plan must first be completed before a student is eligible to return to complete their clinical/fieldwork rotation.

**Requests for Accommodation in Clinical Settings:**

All requests for accommodation in clinical/fieldwork placement settings must first be approved in writing by the UIC Disability Resource Center, which reports to the UIC Office for Access and Equity. A letter of accommodation from the UIC Disability Resource Center must be presented to the UIC-AHS the departmental clinical/fieldwork education coordinator, and the preceptor at the site. Students are instructed to apply for accommodation specifically related to their clinical placements by following instructions at the link for the the UIC Disability Resource Center at <https://drc.uic.edu/>. Under no circumstances should a student approach the site to request an accommodation without first having made a formal request for accommodation through the UIC Disability Resource Center. Requests for accommodation may be made at any time during a student's matriculation through the program. However, best practice recommends that the student come forward to



make the request upon entry into a program, if the student is aware that the need for an accommodation exists.

**Record-Keeping Requirements:**

There must be acceptable evidence of required immunizations, immune status or health status listed in the policies and procedures section for each student prior to beginning the training program at UIC/AHS. Acceptable documents serving as evidence of previous immunization and/or immunity may include:

1. an official school immunization record or copy thereof from any primary, secondary, undergraduate, graduate, health professions or other school;
2. a record from any public health department;
3. a medical record or form summarizing a medical record and prior immunizations signed by a physician licensed to practice medicine in any jurisdiction of the United States or foreign country or other licensed health professional;
4. a report of serology from a licensed laboratory.

Records shall be maintained of the documented histories, physical exams, immunizations, immune status and any exemptions of all students. These records shall be updated upon additional immunization, immunity testing or occurrence of a relevant infectious disease. Immunization records shall be kept for thirty (30) years following completion of the program, termination, transfer or other departure of a student from UIC.

Records on students will be maintained within Castle Branch and the individual departments within the College of Applied Health Sciences are responsible for ensuring that student records are maintained according to university policy and any requirements defined by the placement contract.

**Latex Allergies:**

UIC-AHS strives to provide a safe and trusting learning environment for its students. The education of students concerning exposure to infectious and environmental hazards and methods of prevention is required and carefully monitored. If a latex allergy is suspected, the student's health care provider should perform a complete evaluation. Those determined to be allergic to latex should wear a medical-alert bracelet and carry an "Epinephrine Kit" (Epi Pen). The Clinical Placement facilities must develop policies and procedures for caring for the latex-sensitive health care worker. All major clinical training sites should have a policy in place for addressing latex allergies. Students should become familiar with that policy and immediately report any problems they may have at a major clinical training site related to the handling of the latex allergy. Recommendations for latex-safe facilities include providing latex alternative products and supplies, including latex-safe injections and IV solutions.

**Fees and Transportation:**

Students may not always be able to choose the type of setting or location of the clinical placement and accepts full responsibility for all travel, housing, and any other additional fees associated with placement at any site assigned. Fees for students to receive physical exams, titers and any immunizations, background checks, and drug/alcohol screenings required by this policy are the responsibility of the student. Any additional costs due to health insurance requirements are the responsibility of the student.

**Leaves of Absence:**

Students are responsible for adhering to all university policies and procedures regarding leaves of absence of any type (personal or medical). UIC-AHS is not liable for students failing to comply with such policies and procedures.

**Reportable Incidents:**

All practice errors, HIPAA and confidentiality violations, clinical and environmental exposures, instances where students are a victim of crime or other unlawful behavior, injury, or sudden illness must be reported immediately in writing to the department's clinical/fieldwork education coordinator, and the clinical/fieldwork site preceptor, who are then responsible for reporting the incident to the AHS college-level staff person for Clinical Education and the Associate Dean for Academic and Faculty Affairs. In circumstances involving Title IX allegations or offenses, all Title IX mandated reporter disclosures and other procedures must be followed, and disclosed allegations must be reported to the UIC Office for Access and Equity.

**Contracted Clinical Placement Sites, Including Sites without Currently Approved UIC Contracts:**

A list of clinical placement sites available to students is maintained by the AHS college-level staff person for Clinical Education, in collaboration with the department's clinical/fieldwork education coordinator for each program. Due to the shortage of placements, students may not have a choice as to where they are placed for a given rotation. Accordingly, students will need to incur their own expenses related to transportation to and from the site, relocating and living in new housing, and any other living expenses during the time of the placement.

UIC-AHS and any programs or departments do not approve of and are to be held harmless for any additional fees, expenses, delayed degree completion, or failures to complete degree requirements emerging from a student's entry into a clinical/fieldwork placement at a clinical site with which UIC does not have a current, written, approved contract in place with the University of Illinois Office of Business and Financial Services. Under no circumstances may students begin placements at sites where such contracts are pending. If the student should begin such a placement at a non-contracted site, this is against the recommendations of the program, department, and college, and the student assumes full responsibility for the risk that the agreement/contract will not be executed and, in that case, the placement will be cancelled, which may result in a delay in the student's completion of program requirements, and, potentially a delay in graduation. The student accepts this risk and will not hold the University of Illinois liable in any way for the consequences of the lack of a fully executed agreement/contract. Furthermore, the student accepts full responsibility for the





costs that may be incurred in planning for this clinical placement or in participating in an alternative placement.

### **Completion Issues: Disciplinary Action, Incomplete Status, or an Unsatisfactory Grade**

If at any time during the course of a student's fieldwork placement, the placement is discontinued, interrupted, or suspended for any reason other than a documented medical emergency, documented disability accommodation, or military service accommodation, and, if the student then receives an Unsatisfactory or Incomplete grade but remains eligible to re-take the placement, the College of Applied Health Sciences will require the student to re-register for the course during the next usual and available placement cycle, in an attempt to complete the course requirements. All relevant tuition charges and fees will be applied in order to re-take the placement, without any exceptions other than those that are documented accommodations referenced in this section. Please refer to the University of Illinois at Chicago full policy, attached in Appendix A and at the following link:

<https://registrar.uic.edu/registration/student-petition-for-cancellation-of-tuition/>.

The exemptions policy statement is as follows:

### **EXTENDING INSURANCE COVERAGE FOR PLACEMENTS**

Extensions of liability insurance coverage, handled by Risk Management, will only be granted in the case of medical necessity.

#### **To grant an exemption to cover a student during an extended or make-up clinical training:**

1. The Director of Clinical Education, in consultation with the student, submits a request to the Office of the Dean asking for an exemption to complete the requirement at a later date.
2. The Office of the Dean reviews the request to evaluate if the circumstance is extenuating and merits an exemption. They then send their approval via email to Risk Management.
3. Additionally, if the Office of the Dean finds in favor of an exemption, the Dept. generates a request to Risk Management. The request provides documentation that the process was followed, including notice of approval by the Dean's office and verification that it is a medical necessity.
4. Risk Management reviews the request and makes a coverage determination.

Registration exemption requests must also be forwarded by the AHS Director of Clinical Education to the following contacts:

**|**  
*Assistant Director*  
 Office of Risk Management  
 University of Illinois System  
 247 Henry Administration Building, MC337  
 506 S. Wright St., Urbana, IL 61801  
 217.300.7550 | [paigev@uillinois.edu](mailto:paigev@uillinois.edu)

Once forwarded by the Assistant Director of Risk Management, it will then be reviewed by the Director of Risk Management.



**DIR RISK MGMT, RISK MANAGEMENT -- UNIVERSITY ADMINISTRATION****Risk Management**

Henry Admin Bldg, Rm 247, 506 S. Wright St.

505 S Wright

M/C 337

Urbana, IL 61801

[\(217\) 333-3113](tel:(217)333-3113)

**References:**

*Centers for Disease Control and Prevention, Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health-care Settings, 2005, MMWR 2005; 54 (RR-17), i-141.*

*National Research Council, Occupational Health and Safety in the Care and Use of Research Animals, National Academy Press, Washington, D.C., 1997.*

*Immunization of Health-Care Workers, MMWR 1997; 46(No. RR-18).*

*Centers for Disease Control and Prevention, Guidelines for Infection Control in Dental Health-Care Settings – 2003. MMWR 2003; 52(No. RR-17).*

*Occupational Safety and Health Administration, “Occupational Exposure to Bloodborne Pathogens,” 29 CFR Part 1910.1030.*

*Centers for Disease Control and Prevention, Updated CDC Recommendations for the Management of Hepatitis B Virus-Infected Health-Care Providers and Students – 2012. MMWR 2012; 61 (No. 3).*

**Appendix A****Eligibility**

A Student Petition for Cancellation of Tuition and Fees are only accepted on the case of unforeseen extenuating circumstances such as: health problems (mental or physical), immediate family emergency, unexpected financial difficulties, US military obligations, or enrolled at another institution for the same term in which the student is petitioning. Below are reasons, which is not an exhaustive list, of which are not acceptable for petitioning.

**The following are not acceptable reasons for petitioning:**

- Failure to verify class schedule
- Failure to attend/participate in class
- Failure to Pay
- GPA protection
- Poor performance in class

- Change of major/program that results in a course no longer being needed
- Failure to abide by [withdrawal deadlines](#)

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### Process

A student requesting a Student Petition for Cancellation of Tuition and Fees must first be withdrawn from their courses before the request for a refund will be reviewed. This can be done by contacting one's [college office](#). Speaking with one's academic advisor first regarding one's circumstances and utilizing them as a resource may help [the student] determine how this process may impact degree progress, graduation timeline, and academic standing, as well as any resources that may be available.

After speaking with one's college office and being withdrawn from the term, students must submit the [Student Petition for Cancellation of Tuition and Fees](#) form, along with a personal statement and supporting documentation. If [the student] received financial aid or utilized Campus Care, he/she/they should contact the Office of Financial Aid and Scholarships or Campus Care to determine any potential impact there may be.

- Financial Aid Impact:
  - If a petition is granted, students should be aware that their financial aid may be affected and, in some circumstances, students may potentially owe the University and/or the Federal Government money to return funds. It is recommended that the students contact the [UIC Office of Financial Aid and Scholarships](#) at [money@uic.edu](mailto:money@uic.edu) to clarify their particular circumstances.
- Campus Care Impact:
  - If a petition is granted, students should be aware that if they received services on the behalf of Campus Care, the student is responsible for all claims paid on their behalf by Campus Care. It is recommended that the students contact the [UIC Campus Care Office](#) at 312-996-4915 to clarify their particular circumstances.
- Continuing Student Status:
  - Students who miss two consecutive terms (no standard grades or Ws were received for two consecutive terms), including any approved petitioned terms, or who miss the term for which they were admitted, lose their [continuing student status](#) and must reapply in order to continue at the university.

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### Personal Statement (Instructions to Student)

Write a statement outlining in detail why you are petitioning for a cancellation of tuition and fees. The statement should be detailed and include all pertinent information.

Your personal statement should outline:

- The term you are petitioning (ex: Fall 2017).
- How your circumstances affected your academic performance for that specific semester.
- Explain the documents that you are submitting that support your circumstance.

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## Supporting Documentation

Supporting documentation must accompany the Student Petition for Cancellation of Tuition and Fees. Forms submitted without explanation and supporting documentation WILL NOT be reviewed.

### Supporting documentation may include, but not limited to:

- Doctor's or mental health professional's statement on letterhead
- Death certificate of immediate family member
- Employment verification
- Enrollment verification
- Other documents verifying extenuating circumstances beyond student control

**Note:** Hospital or clinic discharge papers without an accompanying letter from the attending doctor, written on the physician's letterhead, will not be accepted. The Committee reserves the right to verify the validity of supporting documentation.

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## Complete your Petition

First, you must be withdrawn from the semester in which you are petitioning. Once you have been withdrawn, you may complete the [Student Petition for Cancellation of Tuition and Fees](#) form, complete a written statement explaining your extenuating circumstances and provide supporting documentation. You may then submit your completed petition to [registration@uic.edu](mailto:registration@uic.edu) for review.

Your petition is not considered complete and will not be reviewed if you have not been withdrawn from the semester in question and provided the information outlined above.

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## Deadline

The deadline to submit a Student Petition for Cancellation of Tuition and Fees form to Registration Services is no longer than TWO CALENDAR YEARS from the end of the semester in question.

- Example:
  - If you are petitioning for the fall 2017 semester, you must submit your petition by the end of fall 2019 in order for it to be reviewed.

**\*\*Multiple petitions for the same circumstances will not be considered. Petitions that are approved are done so as a one-time exception. If a petition is approved, future requests for extensions of registration, withdrawal and refund deadlines will not be approved, absent significant exceptional circumstances.**

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## Committee review of your petition

The committee meets monthly and will review petitions for a time frame that is no longer than TWO CALENDAR YEARS from the end of the term in questions and may request any additional information needed for the review.



Staff evaluates the student's entire record, particularly the student-submitted explanation and supporting documentation, to determine if an exception is warranted.

There is an expectation that the student has a substantive and well-documented reason for the petition. Petitions submitted without appropriate merit or documentation will be denied.

Students should be aware that exceptions to University standard refunding policy are made only in rare circumstances and at the University's discretion.

**All committee decisions are final. There are no appeals and no appeal process for official decisions. If your petition is approved, your registration will be cancelled and tuition and fees refunded from the requested term.**

- Earned grades will be removed and your GPA will reflect the change.
- The final processing may take up to two weeks after you receive notification.
- Please Note:
  - If you received financial aid, you are required to return to the university any refunds you received based on a surplus of financial aid.
  - You are responsible for all claims paid on your behalf by Campus Care if you utilized Campus Care services for the term in which you are petitioning.