



## C3EP Student Passport Initiation Process

# Frequently Asked Questions

December, 2015

**Question:**

Can we be allowed to wait until August 2016 (Academic year 2016-17) to begin using an online tracking system as students?

**Consortium Response:**

As long as the standardized requirements are met and the current process is followed, the online tracking system can be started as late as July 1, 2016.

**Question:**

I have always kept a spreadsheet of immunizations and have emailed them to our clinical agencies. The Immunization Tracker through Certified Background is an additional charge that students will incur. If facilities have 24/7 virtual access to records in spreadsheet format would that suffice or does it have to be an online vendor?

**Consortium Response:**

An online tracking vendor is needed to house the documents. This would give the facility the ability to pull the actual documents when needed. A spreadsheet is not sufficient.

**Question:**

I noticed that the 2 step process is going to be required for TB. Currently our students have only had the 1 step PPD. Will the 1 step be acceptable for the 2015-2016 academic year and the 2 step begin with the 2016-2017 academic year?

**Consortium Response:**

Yes, if the 2015-16 students have already been cleared using a 1-step TB, then another 2-step TB is not required. The 2-step TB test will be required for students entering the program starting January 1, 2016.

**Question:**

Do current senior students have to complete the new orientation? And get an online profile to store their immunizations - even though they only have 1 semester left in the program? What about their two-step PPD? Upload it and their annual PPD from this current year? Or is the current year's PPD enough?

**Consortium Response:**

This will be a transition– those students who have already completed the requirements will not need to complete another set of requirements; they will only need to use the new vendor for the annual follow-up requirements.

**Question:**

Since we have no online vendor this year, who will we need to submit the results of the student orientation post-test?

**Consortium Response:**

The program coordinator or designee from the educational institute would continue to submit the results of the orientation post-test.

**Question:**

Using a vendor like Certiphi, how will we be sure that we comply with the Family Educational Rights and Privacy Act (FERPA) as well as HIPAA?

**Consortium Response:**

These requirements need to be spelled out in the contract with the online vendor.

**Question:**

Who will upload the information onto the Online Vendor Website? The student/onsite faculty? The agency that does the drug screen?

**Consortium Response:**

The student/onsite faculty member will upload the immunization requirements, and the online vendor would upload the background check and drug test results.

The responsibility for student/onsite faculty review before release of documents will be addressed by the online vendor. These requirements would need to be outlined in the online vendors' contracts.

**Question:**

Who will have access to go into Online Vendor Website and view the information?

**Consortium Response:**

The student/ onsite faculty reviews and authorizes the release of information prior to publishing by the vendor. The school then chooses the users and appropriate clinical sites to have access for review and approval.

**Question:**

Who will verify continued compliance with items like TB, when it expires or the annual flu shot?

**Consortium Response:**

The online vendors will send out reminders for any annual requirements.

**Question:**

We use separate vendors for the CBC/drug Screens (Drugforcescreening.com) and for immunization tracking (Complo). Is that all you need to know to keep us in compliance?

**Consortium Response:**

Please refer back to the letter dated October 12, 2015 that outlines the requirements. Standardized requirements and a one-vendor process are required.

**Question:**

One of our regional hospitals, Rutherford Regional in Rutherfordton, has requested information about our "Passport" initiative and they also wish to become a part of the movement to streamline the orientation process for hospitals, schools, and universities. They may actually be located in the MAHEC region, but service schools in our region as well. Is there a possibility that they can join our collaboration?

**Consortium Response:**

The goal is to implement standardization of clinical student requirements across North Carolina.

The other regional NC AHECs are at various stages of the Passport initiation process.