

Dear New UCSF Student,

Welcome to UCSF! Your academic pursuits over the next few years will take you to a variety of healthcare sites: hospitals, clinics, offices, laboratories, field placements, pharmacies, etc. As a health professional working and studying at these sites, you will have a risk of exposure to communicable diseases. All such sites in the US are regulated by agencies whose standards require that any person working at the site, whether employee or student, provide documentation of screening and immunity against various common communicable diseases. These standards are in place to protect workers, but also to protect vulnerable patients who may not have the ability to fight off disease.

Your school, clinical instructors and lab managers are required to affirm that all students under their supervision have met the requirements of the particular site at which you are currently working. This affirmation is obtained from UCSF Student Health and Counseling Services (SHCS). We collect and verify your information, assist you with acquiring any missing immunizations or tests, and report that you are in compliance and cleared to begin classes and clinical rotations at UCSF.

HEALTH REQUIREMENTS

A description of each requirement is listed below. In general, you will need to submit positive titer data as proof of immunity to the listed diseases and TB testing data. For each screening category that requires proof of positive titers, it is recommended you submit immunization data as well. This data will be extremely helpful in the event you are involved in an exposure during your time as a student.

Immunization/TB Screening Categories	Required Data Submitted via the Online Immunization Portal (SAA Student Portal)
Measles (Rubeola) NOTE: A PPD skin test may NOT be placed in the 30 days after administration of a live virus vaccine. PPDs placed in the 30 days after receipt of a live virus vaccine are invalid and must be repeated.	<u>Positive Measles IgG Antibody titer - date and titer value</u> - Strongly Recommended: dates of two previous doses of vaccine (measles or MMR) - If you have a negative or indeterminate titer, obtain one dose of vaccine and repeat titer. If titer still negative, receive second dose of vaccine and repeat titer. If titer is still negative, contact Student Health. - NOTE: Vaccine doses must be at least 28 days apart.
Mumps NOTE: A PPD skin test may NOT be placed in the 30 days after administration of a live virus vaccine. PPDs placed in the 30 days after receipt of a live virus vaccine are invalid and must be repeated.	<u>Positive Mumps IgG Antibody titer - date and titer value</u> - Strongly Recommended: dates of two previous doses of vaccine (mumps or MMR) - If you have a negative or indeterminate titer, obtain one dose of vaccine and repeat titer. If titer still negative, receive second dose of vaccine and repeat titer. If titer is still negative, contact Student Health. - NOTE: Vaccine doses must be at least 28 days apart.
Rubella NOTE: A PPD skin test may NOT be placed in the 30 days after administration of a live virus vaccine. PPDs placed in the 30 days after receipt of a live virus vaccine are invalid and must be repeated.	<u>Positive Rubella IgG Antibody titer - date and titer value</u> - Strongly Recommended: date of a previous dose of vaccine (rubella or MMR) - If you have a negative or indeterminate titer, obtain one dose of vaccine and repeat titer. If titer is still negative, contact Student Health.

Varicella (chicken pox) NOTE: A PPD skin test may NOT be placed in the 30 days after administration of a live virus vaccine. PPDs placed in the 30 days after receipt of a live virus vaccine are invalid and must be repeated.	<u>Positive Varicella IgG Antibody titer - date and titer value</u> • Strongly Recommended: dates of two previous doses of vaccine (varicella) IF you are already immunized or must receive immunization to convert your titer • If you have a negative or indeterminate titer, obtain one dose of vaccine and repeat titer. If titer still negative, receive second dose of vaccine and repeat titer. If titer is still negative, contact Student Health. • NOTE: Vaccine doses must be at least 28 days apart. • History of disease is not sufficient.
Tdap (tetanus, diphtheria, pertussis)	<u>One dose of Tdap vaccine</u> • Vaccine must be Tdap, not Td. • Vaccine is required regardless of date of last tetanus shot.
Hepatitis B	▪ At least 2 of 3 doses of Hepatitis B vaccine required (all 3 doses required if you have time to complete series), provide all three dates if series complete, AND Positive Hepatitis B surface antibody titer (required if you have completed the Hep B series) OR ▪ History of Hep B infection: Core antibody & surface antigen titer results (these titers submitted in instance of prior infection). Only positive titers reflect history of past disease. If BOTH of these titers are negative you should be immunized and receive the surface antibody titer. OR ▪ Received vaccination and titer didn't convert to positive: If you have completed the Hep B series of 3 immunizations and your titer doesn't convert to reactive/positive, you must obtain and submit the date for a 4th dose of Hep B. Also submit the date of the previous three immunizations and negative/non-reactive titer. If you have already received two full courses of Hep B vaccination (6 doses – 2 series of 3 shots – submit the dates of ALL doses of vaccine and negative titer). Notes: The Hepatitis B vaccination series requires 3 vaccinations given at minimum intervals of 0, 28 and 240 days (0, 1, and 6 months). Greater intervals are permissible. Do not restart a vaccination series; just pick up where you left off. Following the completion of the series, and at least 4 weeks after the last dose, a Hepatitis B <i>Surface Antibody</i> titer must be drawn to confirm immunity.

TB screening NOTE: A PPD skin test may NOT be placed in the 30 days after administration of a live virus vaccine. PPDs placed in the 30 days after receipt of a live virus vaccine are invalid and must be repeated.	▪ Two-step PPD skin testing: Two PPD (tuberculosis skin testing) skin tests administered 7-31 days apart in the three months preceding entry into school. (Note: Do not receive a TB skin test in the days following a live virus vaccine – same day is ok) ▪ Kaiser Permanente patients may have a slightly altered PPD skin test pattern. Kaiser requests that patients have a PPD skin test placed, return for a reading 7 days later and have the second skin test placed. This testing schedule will be accepted for Kaiser patients. OR ▪ History of regular skin testing: Documentation of a TB skin test completed within the three months prior to starting school and documentation of an additional skin test completed within one year of the more recent test. OR ▪ QuantIFERON testing: Documentation of a negative QuantIFERON Gold test completed within three months of entering school. OR ▪ T-SPOT testing: Documentation of a negative T-SPOT.TB test completed within three months of entering school. OR ▪ For people with a POSITIVE skin test (reading > 10 mm) history: <u>No INH therapy or therapy taken for < 6 months:</u> submit date and mm reading of your positive PPD and a new chest x-ray taken within the three months prior to entering school. Or <u>INH therapy taken for 6 months or >:</u> submit date and mm reading of your positive PPD and date/result of chest x-ray report taken at time of conversion along with INH therapy history OR a new chest x-ray report taken within 3 months of entering school if unable to provide documentation of INH therapy. Question about BCG? Students born outside the U.S. who received BCG vaccine should follow the TB screening requirements as listed above. If you have had slight reactions to a PPD skin test in the past, it is recommended you opt for QuantIFERON or T-Spot testing. For more information on BCG, please refer to the BCG handout in the packet.
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SUBMITTING YOUR IMMUNIZATION AND TB HISTORY

Follow the steps below to understand the process for fulfilling and submitting documentation of your immunization and TB requirements. These steps are also listed on the SHCS website found at: <http://studenthealth.ucsf.edu/immunizations>

Step 1: Read this New Student Letter.

Please read and understand the requirements and **leave yourself enough time** (approximately 2 months) to collect past medical information or obtain immunizations and titers. It may take time for past providers of care to mail or fax records to you, you may need immunizations that must be spaced out by at least a month, etc.

Step 2: Gather past documentation of immunizations, titers, and PPD skin testing.

Review the “Immunization Form 2012-13” found in this packet or on the SHCS website. The form contains a place to record data for all the requirements listed above in this letter. You will need to collect records of past immunizations, titers, and possibly TB testing as well as obtain healthcare services to address missing requirements. If you received these services outside the US, please leave extra time for receiving the documentation.

Step 3: Make an appointment to get missing immunizations, titers, or PPD skin testing.

You will most likely need to obtain some healthcare services to complete this process. For example, you may need PPD skin testing, titers, or a Tdap immunization.

You will also need a provider to review and sign the “Immunization Form 2012-13” validating the dates on which you received immunizations/titers/TB skin testing to meet the full battery of healthcare requirements. You should have copies of all past immunizations, titers, and TB skin testing (PPD skin testing) to take to the provider you choose to obtain additional healthcare services. Present the past records to the provider so they can sign your “Immunization Form 2012-13” validating your healthcare requirements.

Bring a copy of this letter with you to your appointment to outline the requirements to your provider. Immunization and TB screening requirements are more stringent for healthcare workers than the general population and your provider may request details on the requirements.

VERY IMPORTANT - Keep a copy of your past records for your own files! You may be asked to present them again to certain rotations who will only accept original documentation to meet their healthcare screening processes. This includes any titer results from the lab.

Step 4: Have your provider sign the “Immunization Form 2012-13” and keep a copy.

Once you have received healthcare services to address all requirements and your “Immunization Form 2012-13” is complete, have your primary care provider sign your form. Please ask the medical office to include any official stamp they have on the documentation so the information is legible.

Make sure the provider keeps a copy of the form for their records. SHCS calls and validates a certain percent of submitted documentation. If we contact your provider, the completed form will be helpful to reference.

Step 5: Enter your immunization and titer dates online.

In April, the Registrar’s Office will mail instructions for setting up your MyAccess account. MyAccess is UCSF’s single-sign on service that enables you to access a variety of applications via a common user id and password. The MyAccess user id and password will be your sign on to the Student Portal. If you do not receive a MyAccess username and password, you can register for one using your UCSF email address at <https://myaccess.ucsf.edu/eai/UCAlias/jsp/home.jsp>. If you have problems with logging in, please call UCSF ITS Help Desk at 415-514-4100, option 2.

Once your MyAccess account has been setup please follow the instructions sent by the Registrar’s Office to access the Student Portal. Here you can enter your data from the Immunization Form into the secure Immunization Portal found on the SAA Student Portal <https://saa.ucsf.edu/studentportal/> under the MyHealth tab. The link can also be found on the SHCS website. The log on for the SAA Student Portal is your MyAccess ID.

The online immunization data entry site will not allow you to submit your data until ALL requirements are entered. If your information is incomplete, you will receive an error message. Once you have submitted your information, you cannot go back and change it. If you discover an error after submitting your data, please call SHCS at (415) 476-1281.

All information is treated confidentially and considered to be part of your medical record. It will be stored in a secure, confidential electronic medical record system accessible only to Student Health and Counseling staff. This information is collected solely for the purposes of assessing and reducing your risk of acquiring a communicable disease.

Step 6: Mail your signed Immunization Form 2012-13 to SHCS.

Make a copy of the signed form for your records and mail the original to:

UCSF Student Health & Counseling Services
New Student Information
500 Parnassus Ave., MU P8 level, room 005
San Francisco, CA 94143-0722

Step 7: To verify your information has been processed, check your "SH Hold" status in the SAA Student Portal.

Check your "SH Hold" (Student Health hold) status online in the SAA Student Portal. UCSF places a hold on your SAA Student Portal account until your pre-entry immunization requirements are met. This hold blocks you from registering for class. The hold will be released when your healthcare requirements are submitted and verified. See the "Holds" tab in the portal.

Please wait until **60 days prior to the start date** of your program to check your hold status on the SAA Student Portal at <https://saa.ucsf.edu/studentportal/>. The "Holds" tab will indicate if your "SH Hold" has been released. If you continue to see a "Student Health (SH)" for longer than 2 business days after your initial inquiry, please contact Student Health & Counseling to check on your status.

OTHER QUESTIONS TO CONSIDER

What happens if I do not submit my information by the time I try to register?

You must submit documentation of your health requirements and allow time for Student Health to process the information before you register. Your school will not allow you to register unless all requirements are met.

What if I have a medical condition that interferes with my ability to meet the requirements?

If you have a medical condition that is of concern related to the requirements, please call Student Health and Counseling Services at (415) 476-1281.

What if I didn't get my form signed or don't have somewhere to go for services?

SHCS can perform this service for you for a fee if you are in San Francisco. Be careful not to wait until the last minute as the process can take a while. Your local public health department is another low cost option.

Fees:

Signed, but incomplete form	\$ 85 + cost of titers/tests/immunizations
Unsigned form	\$ 150 + cost of titers/tests/immunizations

Will any of my TB or immunization data impact my admissions status?

No! This data will not be reviewed by your school. SHCS only reports if you are in compliance or out of compliance. Medical history, such as being a chronic Hepatitis B carrier, does not impact your ability to participate in clinical rotations.

Thank you! We look forward to serving as your healthcare partner while you are at UCSF!

Student Health and Counseling Services