

## Directions for completing the student programs requirements for observation more than 16 hours student packet:

**-Item #1- Letter of Agreement & Certificate of Insurance.** This is your school's responsibility to ensure there is an established Educational Institutional Letter of Agreement and certificate of insurance is on file.

**-Item #2- Student Information Sheet.** Please save the form to your computer before including in the packet or the form can be printed and completed.

**-Item #3- Non-Novant Health worker module documents.** The following documents are found at the completion of the orientation module. You will need to sign each of the documents:

- Non-NH worker confidentiality agreement
- Non-NH worker education roster
- Tobacco free campus acknowledgement-There is a section on this form that asks for ID #. Please leave this space blank.

**-Item #4-Observational Experience Agreement.** This form needs signed by your parent/guardian in addition to your signature if you are a minor.

**-Item #5-Immunizations & TB Screening.** Records from birth to present must be provided when the packet is submitted.

- MMR: two doses or titers for Measles (Rubeola), Mumps, and Rubella.
- Varicella: two doses or titer for Varicella.
- Hepatitis B: Energix-B or Recombivax HB three dose series (at 0, 1 month, and 6 months); Heplisav-B two dose series at least four weeks apart; or HepA-HepB three dose series; or titer for Hepatitis B (<https://www.cdc.gov/vaccines/schedules/hcp/imz/adult-shell.html#note-hepb>).
- Td/Tdap: Td booster every 10 years and one-time dose of Tdap as soon as possible if individual has not received Tdap previously (regardless of when previous dose of Td was received).
- **NEW Tuberculosis (TB) Requirements:**<https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>
  - **Baseline Individual TB Risk Assessment** including TB symptom evaluation **AND Initial TB/PPD:** Two-step PPD within the last 12 months (2nd PPD administered 1-3 weeks after 1st PPD is read) or a TB Blood Test with program admission or readmission.
  - **If a student has had a positive TB skin test in the past**, such as due to TB exposure/infection or receiving the BCG vaccine, a chest x-ray will be required along with the Baseline Individual TB Risk Assessment and TB symptom evaluation. (Note: If a PPD is positive, chest X-ray should be negative for TB disease; X-ray should be no older than 5 years and individual asymptomatic for TB).
  - Students and faculty are required to complete the Annual TB Risk Assessment and Attestation Form.
    - **Annual Tuberculosis Risk Assessment and Attestation Form:** [Download TB Attestation Form](#)
  - Students and faculty are no longer required to get annual TB skin tests unless there is a known exposure or ongoing transmission at a healthcare facility.
  - Students and faculty will receive annual TB education via the Core Orientation and/or facility specific requirements.
- Influenza: current seasonal vaccination for rotations from October-April.

**-Item #6-Background Check. (Except High School Students and Minors)**

The nationwide criminal background check is the student's responsibility and expense. Most schools have established contracts or processes for students to get criminal background checks. However, there are some programs that require the student to obtain a background check independently. Novant Health has established an account with Castlebranch for students to get the required background check for a nominal fee paid by the student. To obtain the background check using the account set up by Novant Health, please visit <https://portal.castlebranch.com/VD79>

If you choose to use another vendor please ensure that the company/vendor you use does the correct check.

- The background check must include: Criminal records check (CRC) includes a nationwide check in each state for the past 7 years. The check is based on the student's security number and address history. The check also must include sex offender and OIG

**Students, \*NOTE:** All of the required documentation must be submitted in one complete packet sent directly from the school to NH student programs at [studentprograms@novanthealth.org](mailto:studentprograms@novanthealth.org). All documents should be submitted 4 weeks (30 days) before start of rotation. We are unable to process information sent by individual students.

**Observation Student more than 16  
hours Requirements Per Agreement  
and/or Policies Required  
documentation:**

1. Verify a signed Letter of Agreement between School and Novant and current Certificate of Insurance.
2. Student information sheet
3. Non-Novant Health Worker module packet documents:
  - Signed Non-NH worker confidentiality agreement (Non-NH worker module)
  - Signed Non-NH education roster (Non-NH Worker module)
  - Signed Tobacco Free campus acknowledgement (Non-NH Worker module)
4. Signed Observation Experience Agreement
5. Immunizations & TB screening (birth to present)
  - MMR: two doses or titer for Measles (Rubeola), Rubella, and Mumps
  - Varicella: two doses or titer for Varicella
  - Hepatitis B (HepB): Energix-B or Recombivax HB three dose series (at 0, 1 month, and 6 months) Hepsiv-B two dose series at least 4 weeks apart; or Hep A-BepB three dose series, or titer for Hepatitis B
  - Td/Tdap: Td booster every 10 years and one-time dose of Tdap as soon as possible if individual has not received Tdap previously (regardless of when previous dose of Td was received).
  - **NEW Tuberculosis (TB)**  
**Requirements:**<https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>
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    - **If a student has had a positive TB skin test in the past**, such as due to TB exposure/infection or receiving the BCG vaccine, a chest x-ray will be required along with the Baseline Individual TB Risk Assessment and TB symptom evaluation. (Note: If a PPD is positive, chest X-ray should be negative for TB disease; X-ray should be no older than 5 years and individual asymptomatic for TB).
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    - Students and faculty are no longer required to get annual TB skin tests unless there is a known exposure or ongoing transmission at a healthcare facility.
    - Students and faculty will receive annual TB education via the Core Orientation and/or facility specific requirements.
  - Influenza: current seasonal vaccination for rotations from October-April.
6. Criminal Background check (nationwide SS# trace, OIG, Sex Offender Register)  
(Except High School Students and Minors)

**Students, \*NOTE:** All of the required documentation must be submitted in one complete packet sent directly from the school to NH student programs at [studentprograms@novanthealth.org](mailto:studentprograms@novanthealth.org). All documents should be submitted 4 weeks (30 days) before start of rotation. We are unable to process information sent by individual students.

Directions: 1) Save a copy of this document to your computer, 2) input the information, and 3) then submit electronically to your Instructor/Advisor

Student Information Sheet <small>(All fields must be completed and are mandatory)</small>	
Today's Date:	
Name (enter first, middle & last):	
Street Address (include city, state, and zip code):	
Telephone #:	
School e-mail address:	
Gender: (select box)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary
Race: (select box)	<input type="checkbox"/> American Indian <input type="checkbox"/> Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/> White/Caucasian
Date of Birth:	
Last 4 SSN (preferred)/School ID:	
Have you ever been employed by Novant Health? (select box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you served in the military? (select box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Information:	
School:	
Program of study:	Graduation Date:
Supervising Faculty:	
Supervising Faculty Email Address:	
Supervising Faculty phone number:	
Rotation Service/Course Name:	
Rotation Dates:	Start Date <span style="margin-left: 200px;">End Date</span>
Total number of Hours:	
Rotation Facilities:	
<b>List the primary Novant Health facility/practice where you most likely will be rotating:</b>	
<b>List the secondary Novant Health facility/practice where you may be rotating:</b>	
Dimensions	
<input type="checkbox"/> Acute (inpatient) <input type="checkbox"/> Ambulatory (clinics/offices) <input type="checkbox"/> Both	
Supervising Physician/Preceptor:	
Preceptor's Name:	
Preceptor's e-mail address:	
Preceptor's Telephone #:	

## Novant Health Observation Experience Agreement

Novant Health (Novant) allows certain individuals (“Observers”) to participate in observation experiences in Novant facilities in an effort to assist the Observer in achieving educational objectives and/or to promote interest in health careers. In order to protect the safety and welfare of the patients and employees, as well as myself, I agree as follows:

- I will treat patients, visitors, employees and physicians with respect. Patients have the right to refuse to allow me to observe their care and I will honor that.
- I will cooperate with Novant staff in arranging the dates, times and length of my observation experience.
- I will not touch any patient or equipment. I will not counsel or give a directive to any patient. I will not perform, or help perform, any patient care activity.
- I will follow the *Confidentiality Agreement* and hold all information I learn about patients in strict confidence. I will review the [Mission, Vision, and Values](#) information.
- I will follow the direction of my preceptor and remain with her/him at all times.
- I will work with my preceptor and others to make sure that my observation experience is successful
- I will observe proper hand hygiene and other infection control measures.
- I will follow the Infectious Disease policies attached to the *Health Evaluation*. If I have a fever, cough, or think I may be ill, I will call the department where I am scheduled to observe and cancel my observation experience.
- I will follow the *Student Dress Code* and will wear an Identification Badge prominently at all times during my observation experience.
- I will be on time. I will remember to bring money for lunch and parking fees.
- In the event I am involved in an accident on Novant property and need it, Novant will provide access to first aid or emergency care. If I am seen in the Emergency Department, I will be charged normal Emergency Department fees.
- I am responsible for my own actions while I am participating in the observation experience, including any negligent or intentional acts that may result in a claim against a Novant employee or facility.

Observer Printed Name:	
Observer’s Signature:	
	Date:
Parent/Guardian Printed Name:	
	Date:
Parent/Guardian Signature (if Observer is a minor):	
	Date: