HEALTH REQUIREMENTS FOR VOLUNTEERS, STUDENTS, INSTRUCTORS AND TEMPORARY STAFF

Purpose:
To identify the health requirements for volunteers, students, instructors and temporary staff

Policy:
A. Aurora Health Care requires all volunteers, students, instructors and temporary staff to fulfill OSHA, CDC, State of Wisconsin and Aurora policies for health care workers.
B. Aurora requires that all educational facilities and employers of temporary staff assume the responsibility of providing education and administering vaccines for any volunteer/student/instructor/temporary staff placed at Aurora.
C. Aurora Health Care also requires these agencies to maintain all documentation for annual education and required laboratory/immunization status.
D. Volunteers must be screened for Tuberculosis and provide proof of immunity to measles, mumps and rubella.
E. Individuals requesting to shadow greater than 3 days will be required to meet the same health requirements as a volunteer.
F. Injury or illness of volunteer, student, instructors, or temporary staff that occurs at an Aurora facility shall be reported immediately to EH nurse.

Procedure:
A. Students and Temporary Staff
   1. Agency personnel, school or University affiliated students/instructors will be required to have on file at their respective school or agency the following information:
      Mandatory Requirements:
      a. Negative drug screen (not necessary for students)
      b. Pre-employment health assessment, including a history of communicable disease and immunizations as defined in the Wisconsin Administrative Code 124.
      c. Evidence of immunity to Measles, Mumps and Rubella, as documented by laboratory blood testing or documented evidence of immunization (2 doses of MMR).
      d. History of chicken pox or documentation of the varicella vaccine.
      e. Pre-placement and annual TB test, or chest x-ray as appropriate.
      f. Proof of being offered Hepatitis B Vaccine (dates vaccine given or a signed declination form)
      g. Annual influenza vaccination is required between October 1st and April 1st, unless a medical exemption has been approved. Individuals who wish to apply for a medical exemption will be required to contact EH to verify the medical exemption process.
      Mandatory Education will include:
      a. Annual bloodborne pathogen training as mandated per OSHA regulation 29CFR1910. This will include the school/agency offer of Hepatitis B vaccine and maintenance of vaccination records.
      b. Annual Hazardous Communication as mandated per OSHA regulation 29CFR. This will include “Right to Know” Law, labeling, and MSDS definitions.
      c. Students and temporary staff will not be allowed to care for patients requiring airborne precautions unless they have been screened and fit tested for use of the N-95 respirator. The ability of the institution to provide this to non-caregivers will have to be determined on a case-by-case basis. PAPRS are available for temporary staff to use who have not been fit-tested.
      d. Site-specific education will be done by the organization and the records will be maintained by DCI or the organization accepting the student/instructor or non-caregiver.

   2. If an individual program requires additional testing prior to the clinical experience, it will be...
the student’s responsibility to complete as mandated.

3. The agency/school will need to verify that their employees/students/instructors have met the Aurora criteria. Documentation for each individual will be kept on file at their agency.

4. A student or temporary staff that has an injury or illness while in an Aurora facility shall complete a paper EH Injury Report. A copy of the report shall be given to the student to give to her school and the temporary staff to give to their agency. All costs related to this injury or illness will be paid for by the individual (exception is initial blood testing post blood exposure).

B. Volunteers

1. Volunteers will be required to complete the following prior to beginning volunteer activities:
   a. Volunteer Health History form
   b. TB testing and completion of “Pre-Placement TB Screening Questionnaire”.
      1) Required to have Quantiferon Gold TB Blood Test
      2) If known to have past positive TB testing, they must submit the following:
         (a) A copy of a negative chest x-ray report done within the past 12 months or have a chest x-ray done, at their cost.
         (b) Documentation from a medical provider indicating treatment for TB disease or infection.
      3) If a new volunteer has a positive TB test they will need to have a chest x-ray and be evaluated by a medical provider for possible prophylaxis, at their own cost. Documentation of the results of the chest x-ray, medical evaluation and treatment plan must be provided to Employee Health.
   c. Evidence of immunity to Measles, Mumps and Rubella, as documented by laboratory blood testing or documentation of 2 MMR vaccinations.
      1) If cannot provide above, a titer for Measles, Mumps and Rubella will be drawn at the expense of Employee Health.
         (a) If not immune to rubella they must have one MMR vaccination at their cost prior to being allowed to volunteer.
         (b) If not immune to rubeola or mumps they should be encouraged to talk with their medical provider about having two MMR vaccination(s) at their cost. May volunteer after getting first dose. Written documentation must be provided to Employee Health.
         (c) Volunteer who refuses to be immunized by their medical provider must sign a Volunteer Refusal Form before beginning to volunteer.
   e. After completion of documentation, testing, and review of results, if volunteer has met all the requirements, all paper work will be sent to Volunteer Services. If the prospective volunteer needs to have further testing, EH will communicate this to the individual and that they may not volunteer, inform Volunteer Services, and maintain the record until all requirements are met.

2. Volunteer having an injury/illness related to being at an Aurora facility will have an incident report made out on the computer by Volunteer Services. Any cost exceeding that of the volunteer’s insurance or Medicare may be paid by Volunteer Services.

References:

Centers for Disease Control and Prevention (CDC), Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post Exposure Prophylaxis. MMWR June 29, 2001 /50 (RR 11); 1-42.

Wisconsin Administrative Code, Department of Health Services. Chapter DHS 124; 124.07.

Wisconsin Healthcare Alliances per Dr. Capodice