

Phase I – Year 1

Release of Information and Registration Authorization (Due at Orientation)

This release covers two important scenarios:

1. All students are protected under the Family Education Rights and Privacy Act (FERPA). As such, student information cannot be released without student consent.
2. Student registration is managed by the Office of Medical Student Affairs.

Released of Information and Registration Authorization form Included in UNM School of Medicine MD Enrollment Checklist.

Compliance Survey (Due at Orientation)

MD students are required to acknowledge and/or provide certain information each year as part of the annual compliance process. OMSA asks that each student complete the following survey (includes information about FERPA, Student Demographic Info, Promotions Policy, Due Process Policy, and Email Forwarding.)

Link to survey included in UNM School of Medicine MD Enrollment Checklist.

Immunization Form (Due at Orientation)

All students must show evidence of having obtained various immunizations required by HSC before they enter the hospital and/or engage in patient care activities. New MD students are required to provide this information as part of their orientation requirements, however future immunization forms will be requested in the Fall so as to include your most recent Influenza vaccination. Students should submit copies of immunization records to the UNM Student Health and Counseling Center (SHAC) to expedite the completion of this form each year.

Note: The Office of Medical Student Affairs will keep *only* this form on file, not specific immunization and/or health records for each student. Specific immunization/health records will be kept at SHAC.

OMSA Required and Recommended Immunizations Form located under the Compliance section of the MD Program Student Promotions and Policies webpage:

<http://som.unm.edu/education/md/omsa/student-promotion-and-policies.html>

Basic Life Support Training (Due at Orientation)

All medical students must successfully complete a BLS course of their choosing and provide proof of current BLS certification prior to matriculation. BLS courses are offered through the UNM School of Medicine. Contact the Batcave at batcave@salud.unm.edu for more information.

Please note: the Batcave does not automatically forward copies of your BLS card/certification to OMSA.

Please submit a copy of your BLS card to OMSA at HSC-MDCompliance@salud.unm.edu.

HIPAA, OSHA, and HSC Learning Central Trainings (Due at Orientation)

As a medical student and professional, you must be in compliance with the HIPAA, OSHA and HSC regulations. OMSA will verify completion, there is nothing to submit.

See the OMSA Learning Central Compliance Training Instructions located under the Compliance section of the MD Program Student Promotions and Policies webpage:

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Phase I – Year 1 Continued...

 VA Credentialing (Due at Orientation)

All MD students are required to complete VA Credentialing in preparation for clinical rotations (many of which occur at a VA Hospital or Clinic). Due to the length of the credentialing process, students must complete their VA Credentialing paperwork upon matriculation to avoid potential delays once clinical rotations begin. Once the New Mexico VA Health Care System Human Resources department has received your paperwork and initiated your profile, you will receive an email with detailed instructions on how to complete the eQIP (a web-based investigative questionnaire) and the VA will take over correspondence regarding your credentialing process.

Point of Contact Information form, Declaration for Federal Employment form, and the Application for Federal Employment form included in UNM School of Medicine MD Enrollment Checklist.

***Once you receive your VA appointment letter, please provide a copy to OMSA.**

 Updated Immunization Form with Flu Vaccine (Due December 2nd)

The UNM Health Science Center will provide several free Influenza Vaccination Clinics in the Fall. Clinic dates and locations will be provided to students via email once they are finalized, along with instructions on completing a new Immunization form to include the Influenza Vaccine.

OMSA Required and Recommended Immunizations Form located under the Compliance section of the MD Program Student Promotions and Policies webpage:

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 10-Panel Drug Screen (Due December 2nd)

Patient safety priorities have led many clinical facilities to require urine drug testing of health care providers. Clinical facilities that serve as education and training sites for students (including UNMH) are no exception.

Please complete a 10-Panel drug screen with SHAC. The SHAC Lab takes walk-ins during normal business hours (Mon-Thurs 8:00am – 5:30pm, Fri 8:00am – 5:00pm). There is a \$30 charge for the screen payable by cash, card, or billed to your bursar's account. Once the drug screen is complete, SHAC will upload an Urine Drug Screen Clearance form to your SHAC Health Portal. Submit the clearance form to OMSA via fax, email, or in person. Photos of the form will not be accepted.

*A student's test is not considered positive until a SHAC medical provider determines that the results are not due to legally prescribed prescription medications and the student has been offered the opportunity to have the original sample retested at the student's expense. If the confirmation test is positive for a controlled (Schedules II-V) or an illicit substance, the medical student will be directed to the Associate Dean of Students for further assessment and management.

 Department of Health (DOH) Background Check (Due December 2nd)

Per the New Mexico Department of Health Caregivers Criminal History Screening requirements (NMAC 7.1.9), all MD students must complete a background check with fingerprints before any patient contact is applied in a patient care facility.

OMSA will provide students with a DOH release form and instructions on obtaining background check. The current cost (subject to change) is \$73.30 and OMSA will cover the cost if student completes fingerprinting within 10 days.

Phase I – Year 2, Phase II, Phase III

Immunization Form (Due December 2nd)

- All students must show evidence of having obtained various immunizations required by HSC before they enter the hospital and/or engage in patient care activities. The UNM Health Science Center will provide several free Influenza Vaccination Clinics in the Fall. Clinic dates and locations will be provided to students via email once they are finalized.

Note: The Office of Medical Student Affairs will keep *only* this form on file, not specific immunization and/or health records for each student. Immunization and health files should only be kept at SHAC.

OMSA Required and Recommended Immunizations Form is located under the Compliance section of the MD Program Student Promotions and Policies webpage:

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Phase I – Year 2, Phase II, Phase III **Department of Health (DOH) Background Check (Due March 2nd)**

Per the New Mexico Department of Health Caregivers Criminal History Screening requirements (NMAC 7.1.9), all MD students must complete a background check with fingerprints before any patient contact is applied in a patient care facility.

OMSA will provide students with a DOH release form and instructions on obtaining background check. The current cost (subject to change) is \$105.67 and students will pay directly to the fingerprinting agency.

 Updated Basic Life Support Training (Due April 1st)

All medical students must successfully complete a BLS course of their choosing and provide proof of the updated BLS card/certification obtained by the Batcave as part of your Transitions requirements.

Submit a copy of your BLS card to HSC-MDCompliance@salud.unm.edu