



UNIVERSITY OF  
SOUTH DAKOTA

**DIVISION OF HEALTH AFFAIRS**

# INFECTION CONTROL POLICIES & PROCEDURES MANUAL

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## PURPOSE:

For the protection of the health of our students and because of the risks of exposure to infectious diseases to which students are subjected in the course of clinical work, certain tests and immunizations are required. This manual outlines those tests and immunizations and other infection control practices for a student within the USD Sanford School of Medicine and USD School of Health Sciences programs of Addiction Counseling and Prevention (B.S.; M.A.), Applied Behavior Analysis Certificate, Dental Hygiene (B.S.), Health Sciences (B.S.; M.S. with ABA Specialization), Medical Laboratory Science (B.S.), Nursing (B.S.N; M.S.N.; D.N.A.P; D.N.P.), Occupational Therapy (O.T.D.), Physical Therapy (D.P.T.), Physician Assistant Studies (M.S.), Public Health (B.S.; M.P.H.), and Social Work (B.S.; M.S.W.). Because of the individual nature of each program and its clinical experiences, the specifics of this policy may vary slightly. This manual is reviewed and updated on an annual basis by an appointed *ad hoc* committee including the USD Sanford School of Medicine Chief of Infectious Diseases, and other representatives from both the USD Sanford School of Medicine and the USD School of Health Sciences.

**The contents of this manual apply in full to both online and on campus students as the Health Affairs disciplines will lead to clinical interactions with clients.**

**Students are also responsible for being compliant with the policies of this manual as well as the policies, practices, and requirements of the facility and state in which they are training.**

## GENERAL STUDENT SAFETY GUIDELINE (INFECTION CONTROL/STUDENT SAFETY)

The scope of the term “Infection Control” is all encompassing and includes, but is not limited to prevention, treatment, infection control, microbiology, pharmacology and epidemiology. The purpose of this section of the student manual is to provide guidelines for the *prevention of acquisition* of an infectious disease by the student from the patient or environment and the *prevention of transmission* of an infectious disease from student to the patient (or patient to patient via the student). The safety techniques (i.e., HAND HYGIENE #1) presented here will serve to prevent *both* acquisition and transmission of infections and therefore are called STANDARD PRECAUTIONS.

Additional precautions may be necessary and are called TRANSMISSION-BASED PRECAUTIONS.

Students will be given instruction in precautionary and infection control measures for bloodborne pathogens and communicable diseases prior to students’ first contact with patients and first contact with human tissue, blood products, and body fluids. Specific training will be given on hand hygiene, use of personal protective equipment, handling of sharps, and specific isolation precautions to ensure students are aware of how to prevent acquisition and transmission of infectious diseases. In addition, students will be instructed on what constitutes an exposure and the protocol to follow in the event of an exposure. USD Sanford School of Medicine students will be provided follow-up training prior to each Pillar. USD School of Health Sciences students will be provided follow-up training on an annual basis.

However, no matter how careful one is and no matter how carefully one adheres to STANDARD PRECAUTIONS and TRANSMISSION-BASED PRECAUTIONS, accidents and exposures can happen – accidents/conditions that may expose you to an infectious agent. It is important for students to be aware of the process of reporting accidents in pursuit of treatment and/or prophylaxis where appropriate. In case of an accidental exposure to bloodborne pathogens or other infectious agents, following the SPECIFIC, organism-based guidelines may save your life, the life of a patient, or of those you live with!

## STANDARD PRECAUTIONS

- A. Must be used in the care of all patients, regardless of diagnosis.
- B. Requires the use of appropriate barriers (Personal protective equipment – PPE, (gloves, eye protection, masks, gowns, face shields, lab coats) as needed to prevent contact with blood, body fluids, secretions, excretions, and contaminated items. Gloves are single use and disposable.
- C. Requires hand hygiene:
  - Handwashing (20 seconds with antimicrobial soap and warm water) or use of an appropriate antiseptic hand cleanser, before donning gloves, after glove removal and before and after patient contact.
  - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
  - Hand hygiene may be required between tasks or procedures on the *same* patient to prevent cross contamination of different body sites.
  - Other times hand hygiene is important: when coming on duty, after use of toilet facilities, after blowing or wiping nose or coughing, before and after eating, before going off duty. When hands are visibly soiled, wash with antimicrobial soap and water instead of hand antiseptic cleanser.
- D. Disposable sharps with engineered safety features will be used at all times in compliance with OSHA Standards to reduce risk of occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps. These will have safety features that are activated after use and prior to disposal. Sharps must be disposed of in an appropriate sharps disposal puncture-proof container immediately after use. Needles will not be recapped, broken, or disassembled before disposal.
- E. Laboratory specimens from all patients are collected in designated containers and placed for transport in bags labeled with the biohazard symbol.
- F. Special measures may be indicated for hospitalized patients in addition to the routine practices of Standard Precautions. When these types of precautions are discontinued, Standard Precautions will be maintained. Standard Precautions are used in ambulatory settings including those with a history of drug resistant organisms.
- G. See also: [Standard Precautions for All Patient Care | Infection Control | CDC](#)

## TRANSMISSION-BASED PRECAUTIONS:

***Don appropriate PPE prior to entering the room and doff PPE prior to exiting the room.***

### **Airborne Precautions:**

- To be used for patients known or suspected to have microorganisms transmitted by small airborne droplet nuclei (e.g., *Mycobacterium tuberculosis*, measles, varicella, SARS-CoV-2).
- Requires a private room for the patient with negative air pressure to surrounding areas, and 6-12 air exchanges per hour.
- Requires respiratory protection (usually a disposable, particulate respirator) when entering the room if the patient is known or suspected to have tuberculosis or other airborne pathogens.
- Fit testing is required if N95 or greater mask is indicated.
- Susceptible individuals should not enter the room of patients known or suspected to

have measles or varicella. If susceptible persons must enter the room, they should wear respiratory protection.

**Droplet Precautions:**

- Used for patients known or suspected to have microorganisms transmitted by large particle aerosols generated by coughing, sneezing or talking (e.g., *Haemophilus influenzae*, *Neisseria meningitidis*, group A *Streptococcus*, *Bordetella pertussis*, rubella, adenovirus, influenza, mumps, parvovirus, SARS-CoV-2).
- Private room for patient if possible. If a private room is not available, patients should be grouped based on similar disease, if possible, or require special separation of at least three feet between patients. Special air handling and ventilation are not required.
- Requires the uses of disposable masks when within three feet of the patient.

**Contact Precautions:**

- Used in caring for patients known or suspected to have epidemiologically important microorganisms that can be transmitted by direct contact with patient and/or contaminated environmental surfaces (e.g., MRSA, multidrug resistant bacteria, *Clostridium difficile* and other agents that cause diarrhea, respiratory syncytial virus (RSV), parainfluenza, herpes simplex, varicella zoster, agents causing wound, skin or conjunctival infections, scabies and lice).
- A private room should be used, if possible. Grouping patients with similar disease or consultation with infection control personnel should be accomplished if a private room is not available.
- Requires the use of gloves when entering the room. Gloves should be changed after contact with infective material and removed after leaving the patient environment. Hand hygiene should be performed immediately after glove removal.
- Usually requires the use of gowns and masks if contact with patient or patient's environment is anticipated. For patients with diarrhea, a private room with a private bathroom is preferable. If possible, a private commode should be available at bedside.

## OCCUPATIONAL EXPOSURE TO INFECTIOUS AND ENVIRONMENTAL HAZARDS

This section provides details related to student safety guidelines for prevention, prophylaxis and the interventions available to USD Health Affairs students who have a potential for exposure to blood, other body fluids, or other potentially infectious organisms, or environmental hazards during the normal course of their student educational activities.

**Policy:**

Students will be given instruction in precautionary and infection control measures for blood borne pathogens and other communicable diseases prior to students' first contact with patients and first contact with human tissue, blood products, and body fluids. Specific training will be given on hand hygiene, use of personal protective equipment, handling of sharps, and specific isolation precautions to ensure students are aware of how to prevent acquisition and transmission of infectious diseases. In addition, students will be instructed on what constitutes an exposure and the protocol to follow in the event of an exposure. Medical students will be given a pocket card, badge card, and/or directions on where to access the occupational exposure protocol in the event of an exposure. USD Sanford School of Medicine students will be provided follow-up training prior to each Pillar. USD School of Health Sciences students will be provided follow-up training on an annual basis.

The facility providing the student's post-exposure management will be responsible for contacting the student with the results of the testing and the post-exposure evaluation. The student is responsible for completing and returning the USD Health Affairs Occupational Exposure to Infectious and Environmental Hazards form to the designated person for his/her program within 15 days of exposure.

Students are to request any site-specific exposure policy information prior to the first day of rotation.

(See Appendix for the **University of South Dakota Health Affairs Occupational Exposure to Infectious and Environmental Hazards Report Form**).

Responsibility for payment of immediate wound care, post-exposure testing or initial post-exposure prophylaxis (if recommended by the medical professional providing the consultation and based on current CDC guidelines) differs by program; check with your program for details. USD SSOM pays for *initial* post-exposure testing and follow-up testing for medical students involved in required clinical activities. Students assume the costs for any exposures that occur during volunteer/non-required activities.

#### Definition:

An occupational exposure incident shall be defined as eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood, other body fluids, or other potentially infectious diseases, or environmental hazards during the normal course of their student required educational activities.

#### Exposure Incidents Requiring Follow-up:

Exposure incidents requiring follow-up include but are not limited to: a percutaneous injury with contaminated sharp/instrument, or exposures to eye, mouth, other mucous membrane, or non-intact skin with blood, body fluids or tissue, semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial, or amniotic fluid; respiratory resuscitation without a resuscitation device; bites resulting in blood exposure to either person involved.

#### Protocol:

**Decontamination:** Follow good first aid techniques including thorough flushing of mucous membranes and eyes, wound care if appropriate and thorough handwashing. There is no benefit from expressing blood at the site of the injury or application of caustic agents such as bleach.

**Notification and Immediate Medical Treatment:** It is the student's responsibility to report all suspected exposure incidents and seek medical treatment:

1. Immediately report to Faculty Member/Supervisor.
2. Immediately report to Employee Health/Infection Control Personnel in the clinical site where the exposure occurred. If the clinical site does not provide post-exposure evaluation for students, you need to seek treatment at the nearest ER.
3. In the event of a chemical, biological, or other environmental exposure, contact the Sanford Poison Center (1-800-222-1222).

**Documentation:** The student is required to report the following essential information to Employee Health/Infection Control Personnel and complete the University of South Dakota Health Affairs Occupational Exposure Report Form.

4. Procedure being performed, including where and how the exposure occurred.

5. Type of exposure: puncture, scratch, bite, mucous membrane of the eye, nose, or mouth, or other.
6. Extent of exposure: type and amount of blood/body fluid/material, severity of exposure including depth and whether fluid was injected, etc.
7. PPE (personal protective equipment) worn at the time of exposure: gloves, gown, mask, protective eyewear, face shield, etc.
8. If related to a sharp device, description of the sharp including the brand name.
9. Decontamination: handwashing, flushing mucous membrane of eye, nose, mouth, etc.
10. First aid administered
11. Source patient: known or unknown.

**Complete the University of South Dakota Health Affairs Occupational Exposure to Infectious and Environmental Hazards Report Form:** Each Department/Program will make this form available to its students (i.e., University Portal, handbook, D2L). Do not delay seeking post-exposure evaluation and treatment for the purpose of retrieving the report form. The student is responsible for completing and returning the USD Health Affairs Occupational Exposure to Infectious and Environmental Hazards form to the designated person for his/her program within 15 days of exposure.

**Questions/Concerns:** For concerns and questions students should contact their supervising faculty and program/course director.

**Sanford sites only:**

Students at Sanford Medical Center or a Sanford owned site should call the 24/7 Exposure Hotline; 605-333-1333 for guidance on how to proceed.

**Other (non-Sanford) sites:**

For exposures that occur at all non-Sanford sites, if there are questions or concerns regarding the protocol, the student and the healthcare provider treating the exposure may call the **PEPline (The National Clinician's Post-Exposure Prophylaxis Hotline); 888-448-4911.** [PEP: Post-Exposure Prophylaxis | National Clinician Consultation Center](#)

**Financial Responsibility**

All students should check their program for details.

Responsibility for payment of immediate wound care, post-exposure testing or initial post-exposure prophylaxis (if recommended by the medical professional providing the consultation and based on current Centers for Disease Control and Prevention [CDC] guidelines) differs by program.

**School of Health Sciences students:** Contact program director or department chair.

**Sanford School of Medicine students:** USD Sanford School of Medicine pays for initial post-exposure testing (and source patient if needed) and follow-up testing for medical students involved in required clinical activities. Students assume the costs for any exposures that occur during volunteer/non-required activities.

**Contacting with Results:** The facility providing the student's post-exposure management will be responsible for contacting the student with the results of the testing as soon as they are available. Students should provide test results to their primary physician.

**Other Occupational Exposures**

The primary routes of infectious disease transmission in US healthcare settings are contact, droplet, and airborne. Students may protect themselves by having their immunizations up to date and through the adherence to standard precautions and transmission-based precautions as applicable. However, no matter how careful one adheres to standard precautions and transmission-based precautions, accidents and exposures can happen. Students are responsible

for following the organism specific (i.e., tuberculosis, measles, mumps, pertussis, Covid-19, etc.) guidelines and follow-up as outlined in this Manual.

## EDUCATIONAL/ACCESSIBILITY ACCOMMODATIONS RELATED TO AN EXPOSURE:

- The USD Division of Health Affairs fulfills its obligation to educate future healthcare personnel while adhering to procedures that maintain the health and safety of patients and that protect the personal rights of students with infectious diseases or immunocompromised conditions. Students who are infected with potentially communicable agents (e.g., hepatitis B, hepatitis C, or HIV) and/or are immunocompromised are expected to discuss this with their personal physician and if the physician believes that a modification of the usual clinical activities of the student is required as a result of infection with a communicable agent, the student is responsible for contacting the USD Office of Accessibility to develop reasonable accommodations. USD Office of Accessibility will assist departments with the interactive accommodation process in accordance with ADA guidelines. Once an accommodation plan is agreed upon, the Department Chair/Dean then shares it with the appropriate faculty involved in the student's clinical activities. All medical records and notes will be housed in USD Office of Accessibility.
- The Dean of Student Affairs and/or when appropriate, discipline-specific Chairs or Deans will work together to modify the clinical activities of immunocompromised students for whom patients may pose unwarranted risks or infected students who may pose unwarranted risks to patients.
- All reasonable accommodations will be made to assist the student in achieving the requirements of the educational program. The Dean for Student Affairs/Department Chair/Dean may convene a faculty panel to assist in the process.
- A student, when provided reasonable accommodations, must be able to perform the routine duties and minimum requirements for each course/clinical assignment, and meet the technical standards for enrollment at their specific program.
- Likewise, accommodations will be made for students in quarantine to monitor for signs and symptoms of communicable illnesses such as mumps, measles, varicella, etc.
- Decisions regarding return to educational activities will be made on an individual basis and may include input from others such as Infection Prevention at the clinical site, Student Affairs, and the student's personal healthcare provider.

## UNIVERSITY OF SOUTH DAKOTA HEALTH AFFAIRS ENTERING & VISITING STUDENTS IMMUNIZATION AND TUBERCULOSIS (TB) POLICY

For the protection of the health of our students and because of the risks of exposure to infectious diseases to which students are subjected in the course of clinical work, certain tests and immunizations are required. Entering students in the specified programs are required to provide documentation of all required immunizations to USD Student Health upon acceptance to a Health Affairs program.

Immunization records are maintained by USD Student Health. As these immunizations are part of the school(s) on-going affiliation agreements with our clinical sites, students will not be allowed to register for classes. The student will not be allowed to participate in any program activities until documentation is provided, and all requirements are met. Students are responsible for maintaining copies of their immunization records and titer reports, etc. and keeping these records updated. Visiting students also must meet these requirements in full.

All students in the USD Sanford School of Medicine and USD School of Health Sciences programs identified must be in compliance with the Health Affairs Immunization and TB compliance policy upon matriculation into their respective program.

### IMMUNIZATION AND TB COMPLIANCE POLICY

It is the policy that all students enrolled in medical school or any of the programs under the USD School of Health Sciences must comply with the immunization requirements of the school as defined in the USD Health Affairs Immunization Policy. **It is a part of the student's professional responsibility to meet these requirements in a timely manner and provide appropriate documentation.** (See the specific immunization and TB information and timelines in the Health Affairs Immunization Requirements Policy and Health Affairs Infection Control Manual).

USD Student Health is responsible for maintaining student immunization records and counseling students on any missing requirements. Students are reminded that their professional conduct includes timely responses to contacts from Student Health and the manner with which they respond to USD Student Health requests.

After three attempts to contact a student to bring their immunization records in compliance, the USD Immunization Coordinator will provide these names to the Dean/Chair of the program. Failure to comply with meeting the immunization requirements will result in immediate removal from a clinical setting and further disciplinary action as outlined in the respective school's policy.

Health Affairs Requirements Prior to Enrollment (regardless of online or on campus status):

- Students are required to follow the Immunization Compliance Policy of their specific program and also that contained in the USD Health Affairs Infection Control Manual in full.
  - As noted above this is regardless of an online presence or on campus presence for the program requirements.
- Students must complete the USD Sanford School of Medicine or USD School of Health Affairs immunization form with the appropriate signatures, this supersedes the admission requirements of

USD and are specific to the USD School of Health Affairs. Include copies of titer reports and other medical records when applicable.

Students need to be fully aware that meeting the requirements of some vaccinations may require weeks to months, partially meeting a requirement is not the same as meeting it in full.

1. **Measles (Rubeola), Mumps, Rubella:** One of the following is required:

- All students are required to have medically signed proof of TWO properly administered immunizations.

**OR**

- Titers for measles (rubeola), mumps, and rubella that indicate immunity (copy of titer report must accompany immunization form).

2. **Hepatitis B immunization:**

- All students are required to have documentation of HBV vaccination. This can be completed through a 3-dose vaccine (0, 1, and 6 months) or through the 2-dose series of Heplisav-B (0 and 1 month). If a 3-dose vaccine product is used, the first two doses are required prior to the start of classes. A positive hepatitis B surface antibody (HBsAb) without proof of vaccine administration dates is acceptable if the student is unable to obtain the dates.

**AND**

**Hepatitis B titer:**

- Test for anti-HBs or HBsAb (HBV surface antibodies). A titer is required 1-2 months after completion of the vaccination series
- Students admitted with *documented* prior vaccination history must also provide immune status documentation. If that is not available, current immune status will be determined by the titer.
- A copy of the titer report must accompany immunization form or be provided as soon as it is available.
- Those who do not seroconvert when the titer is done 1-2 months following the series should be revaccinated with a full series with the titer repeated 1-2 months after the last immunization. Those who do not seroconvert when the titer has been delayed greater than 12 months since the initial series may choose to obtain one additional booster dose of the vaccine with the titer repeated 1-2 months after the last immunization. If the second titer remains below 10mIU/mL, the person will complete the series followed by another titer.
- If, after a second series, titers remain below 10mIU/mL, the person is considered at risk for acquiring HBV. Students should be counseled about the occupational risk and the need to obtain HBIG prophylaxis for any known or probable parenteral exposure to HBsAg-positive blood. No further vaccine series are recommended. However, it is recommended the student consult with their health care provider about being tested for HBsAg to make sure that chronic HBV infection is not the reason for vaccine non-response (assuming the 2<sup>nd</sup> negative HBsAb titer was performed 1-2 months following the last hepatitis B vaccine of the second series).

3. **Varicella/Chicken Pox immunity:** One of the following is required.

- Varicella titer if the student has had the chicken pox that indicates immunity (copy of titer report must accompany immunization form);

**OR**

- Two doses of varicella immunization are indicated if there is no history of the disease or if the varicella titer is negative. Recommended interval is 4-8 weeks between doses.

4. **Tdap (tetanus, diphtheria, acellular pertussis):** One dose of Tdap is required. If it has been longer than 10 years since the Tdap, a Td or Tdap booster is required. Tdap vaccine can be administered to healthcare workers without concern for the length of time since the most recent Td vaccine.
5. **TB Skin Tests or Interferon Gamma Release Assay (IGRA):** Each student will be required to do a risk review with USD Student Health. This includes an individual baseline risk assessment and symptom evaluation.

**USD Sanford School of Medicine students:** All incoming Pillar 1 medical students will have an Interferon Gamma Release Assay (IGRA) test (also known as QuantiFERON-TB gold test) done by Student Health during Essentials week. The cost is covered by the USD Sanford School of Medicine.

**USD School of Health Sciences students:** Testing of students without prior TB or latent TB infection (LTBI) will be done by either of the following methods completed within a 12-month period prior to matriculation:

- **Interferon Gamma Release Assay (IGRA) completed within a 12-month period prior to matriculation to their respective program.**

- *Note this is available through USD Student Health at a substantial discount.*
- *This is listed as the QuantiFERON-TB gold or T-spot test on your immunization form.*

**OR**

- **Two-Step TB Skin Test:** For this method, documentation of two TB skin tests is required. If the first is negative, a second TB skin test will be obtained in 1-3 weeks. The second negative will confirm lack of infection (two documented TB skin tests completed within a 12-month period prior to matriculation to their respective program, can meet this requirement.)
  - *History of BCG vaccine is NOT a contraindication for tuberculin testing. TB skin test reactivity caused by BCG vaccine generally wanes with time. If more than 5 years have elapsed since administration of BCG vaccine, a positive reaction is most likely a result of M. tuberculosis infection.*

- **Students with a positive TB skin test or positive IGRA:**

Are required to provide documentation from their health care provider including the following:

- Result of the positive TB skin test (date placed, read, measurement in mm) or IGRA report, signed by a health care provider.
- Chest x-ray report, ruling out pulmonary TB disease.
- Determination by the health care provider if this a latent TB infection or active TB disease.
- Treatment including medication and dose, when started, when completed, etc.

- **Students who have active TB disease:**

Will be restricted from school and patient contact until they have provided USD Student Health Services with documentation that Student Health Services confirms will satisfy the infection prevention policies of USD and the health care facilities where the student trains.

## Health Affairs Requirements During Enrollment (regardless of online or on campus status):

- **Annual TB Screening:**
  - Students are not routinely required to have annual TB testing. In special circumstances such as a known TB exposure or untreated latent TB, the student's program in coordination with the training facility's infection prevention and employee health services and/or Student Health will determine if testing is necessary.
    - Students will be required to comply with clinical site-specific policies regarding the frequency of TB testing in order to complete certain clinical rotations.
  - All USD Health Affairs students will complete the USD Health Affairs Annual TB Symptom Checklist & Attestation of TB Education form and submit it to USD Student Health Services each year of enrollment. **Students must check with their program for the deadline for annual TB screening.** Failure to comply with annual TB requirements may preclude registration for classes, receipt of financial aid, and placement into a clinical setting.
- **Annual TB Education:**
  - During enrollment, all USD Health Affairs students are required to complete annual TB education which includes information from the CDC on TB risk factors, signs and symptoms of TB disease, and infection control policies and procedures. Students will sign an attestation annually that they have reviewed and understand the information.
- **Annual Influenza Vaccination:**
  - The influenza vaccine is required by October 15<sup>th</sup>, annually, with the *exception* of the Occupational Therapy and Physical Therapy students who have a deadline of October 1<sup>st</sup>, annually. (This allows programs to complete this annual requirement and report compliance to affiliated health organizations). Failure to comply with annual influenza requirements may preclude registration for classes, receipt of financial aid, and placement into a clinical setting.

## Recommended Immunizations:

- **Covid-19 Vaccine.** Highly recommended for all students.
- **Meningococcal (meningitis) vaccine.** Recommended for students living in college dormitories who have not been immunized previously or for college students under 25 years of age who wish to reduce their risk. Students should consult with their physician about the appropriate vaccine for their specific risk.
- **Childhood DTP/DTaP/DPT and polio vaccines.**

## ANNUAL REQUIREMENTS

During their enrollment, all Health Affairs students are required to have an *annual* TB screening and/or testing (determined by Student Health Services) and influenza vaccination. TB screening and influenza vaccination are offered on an annual basis to students who are eligible on each campus at designated times. Students who fail to have the TB screening and/or influenza vaccine during the designated times are responsible for obtaining these elsewhere and will also assume the cost.

USD Student Health is responsible for maintaining and updating the student immunization and TB records. Students may contact USD Student Health for proof of immunizations and TB screening.

### **Annual TB Education**

During enrollment, students are required to complete annual TB education which includes information from the CDC on TB risk factors, signs and symptoms of TB disease, and infection control policies and procedures. Students will sign an attestation, annually, that they have reviewed and understand the TB information. See the "University of South Dakota Health Affairs Annual Symptom Checklist for Tuberculosis and Attestation of Education" form.

### **Annual TB Screening**

**Students must check with their program for the deadline for annual TB screening.** See the University of South Dakota Health Affairs Entering & Visiting Students Immunization and Tuberculosis Policy in section above.

### **Annual Influenza Vaccination**

**The influenza vaccine is required by October 15<sup>th</sup>, annually.** (This allows programs to complete this annual requirement and report compliance to affiliated health organizations). Failure to comply with annual influenza requirements may preclude registration for classes, receipt of financial aid, and placement into a clinical setting.

Documentation needs to include all of the following information: Full name of person receiving vaccine, date the vaccine given, route and site, vaccine manufacturer, lot number, signature of person administering the vaccine and his or her title, name of the clinic and clinic address. Note that a receipt is not acceptable documentation.

For complete details see the University of South Dakota Health Affairs Entering & Visiting Students Immunization and Tuberculosis Policy.

## STUDENTS INFECTED WITH BLOODBORNE PATHOGENS (HIV, HBV, HCV)

### Policy:

In compliance with the standards set forth in Section 504 of the 1973 Vocational Rehabilitation Act.

USD Health Affairs:

1. Does not deny admission to HIV, Hepatitis B (HBV), or Hepatitis C (HCV) infected prospective students unless their health status prevents the completion of essential degree requirements, and no reasonable accommodations can be made.
2. Does not inquire about the HIV, HBV, or HCV status of applicants during the admissions process.
3. Strongly encourages applicants who believe they may have been exposed to blood and/or other potential infectious materials to seek medical advice and HIV, HBV, or HCV status testing prior to admission. Such information may be relevant to the career decisions of applicants and essential to providing appropriate care to the student.
4. May not dismiss a student based solely upon their HIV, HBV, or HCV status.

### Procedures:

- SSOM students who require educational accommodations due to their infection/immunocompromised status, please refer to “Accommodations for Students Infected or Disabled During Medical School” in Student Affairs Handbook.
- All other students please refer to your program’s policy.

## OTHER SPECIAL CONSIDERATIONS:

### Students with any possible Infectious Condition/Disease

Students with skin infections, diarrhea or contagious diseases should consult their physician and the hospital/clinic infection control programs prior to patient contact.

### The Pregnant Student

Pregnancy does not preclude a health affairs student from any activities related to health care responsibilities. Prior to pregnancy, the student should ensure all immunizations are up to date and know serologic status for measles, mumps, rubella, varicella, and hepatitis B. During pregnancy, the student should receive influenza vaccine at the recommended time, maintain routine tuberculosis screening, adhere to proper infection control practices (Standard Precautions) and have prompt evaluation and treatment of any illness.

### Health Insurance

See Health Affairs Student Insurance Policy for coverage requirements in Appendix.

### Required Vaccine Declination/Exemption

#### **Vaccines Required Prior to Admission:**

Upon matriculation to any health professional program at the University of South Dakota, declination of the required immunizations, for medical or religious reasons, will be considered on a case-by-case basis.

Students who decline any of the required immunizations, must provide documentation from their health care provider to their Program Chair/Dean of Student Affairs/Dean of Education that he/she was counseled regarding the efficacy, safety, method of administration, and benefits of vaccination, the risks of acquiring any of these serious diseases without vaccination, as well as potential life-threatening consequences to the patients they come in contact with.

#### **Vaccines Required by Clinical Sites (or Hospital Systems):**

Immunization requirements are one of the mutual covenants and conditions outlined in the student affiliation agreements set forth between the university and the clinical agencies where students are placed for their clinical experiences that are part of their educational requirements. Therefore, students must meet all conditions, including immunization requirements, set forth in the agreements in order for them to be able to complete their clinical experiences at those facilities.

**As such, students declining required immunizations must understand that declining an immunization requirement prior to a clinical placement, puts them at risk for not being able to complete their program educational requirements necessary for graduation, if the healthcare agency(ies) where they are assigned to complete their clinical rotation or field work refuse(s) their immunization declination or exemption request(s).**

Students who decline any of the required immunizations outlined in the affiliation agreements will be required to submit an immunization declination and exemption request to the facility where they are assigned for a clinical rotation/experience. Requests must be submitted to the specific agency's respective Employee Health Department. The agency would then decide if the student would be granted exemption from the required immunization.

If an immunization exemption is granted, the agency granting the exemption would then be responsible for providing all necessary personal protective equipment or testing to safeguard the student and patients throughout that period of granted exemption. Agencies may require that exemption requests be updated

on a semester or annual basis depending on each agency's specific requirements. Once an exemption is approved, the student will be required to share that approved exemption with USD Student Health ([USD.immunizations@SanfordHealth.org](mailto:USD.immunizations@SanfordHealth.org)) so that they can report to the student's respective program that they are compliant with program/system requirements.

In the event that a health system requests a learner be considered or approved for a clinical exemption by the University of South Dakota, (due to a smaller size of the system, lack of human resources, or lack of formal affiliation agreements), the learner will follow the following procedures:

1. Students requesting immunization exemptions due to medical or health reasons should contact Office of Accessibility for approval.
  - a. To make an appointment, call 605-658-3745 or email [accessibility@usd.edu](mailto:accessibility@usd.edu).
1. Students requesting immunization exemptions due to a sincerely held religious belief should contact Student Services for approval.
  - a. To make an appointment, call 605-658-6231 or email [studentservices@usd.edu](mailto:studentservices@usd.edu).

**However, USD approval of immunization exemption (medical or religious) does not guarantee placement at the clinical site.**

## APPENDIX

University of South Dakota School of Health Sciences Occupational Exposure to Infectious and Environmental Hazards Report Form

University of South Dakota Sanford School of Medicine Occupational Exposure to Infectious and Environmental Hazards Report Form

University of South Dakota School of Health Sciences Required Immunization Form

University of South Dakota Sanford School of Medicine Required Immunization Form

University of South Dakota Health Affairs Annual Symptom Checklist for Tuberculosis and Attestation of Education

Specific Student Safety Guidelines

Health Affairs Student Insurance Policy

University of South Dakota School of Health Sciences  
OCCUPATIONAL EXPOSURE TO INFECTIOUS AND ENVIRONMENTAL HAZARDS  
REPORT FORM –DETAILS OF EXPOSURE  
Submit to Appropriate Program Office

**Student Name:**

**Date of Report:**

**Program:**

**Course / Rotation:**

**Date and Time of Exposure:**

**Location Where Exposure Occurred:**

**Supervisor/Faculty:**

***Details of Exposure: to be Completed by the Student***  
*(Complete all fields below.)*

**Details of occurrence:**

**Type of exposure:**

**Extent of Exposure:**

**Personal Protective Equipment Worn:**

**If Related to a Sharp Device:**

**Decontamination:**

**First Aid Administered:**

**To whom did you report this exposure:**

**Name and Title of Person who provided Post-Exposure Counseling:**

**Contact Information of Person who provided Post-Exposure Counseling, including the Name of the Facility:**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

University of South Dakota Sanford School of Medicine  
OCCUPATIONAL EXPOSURE TO INFECTIOUS AND ENVIRONMENTAL HAZARDS

REPORT FORM –DETAILS OF EXPOSURE

It is the student's responsibility to complete and submit the form to Arica Schuknecht.

Arica Schuknecht; [Arica.Schuknecht@usd.edu](mailto:Arica.Schuknecht@usd.edu)

USD Sanford School of Medicine, 414 East Clark St., Vermillion, SD 57069

**Student Name:**

**Date of Report:**

**Pillar:**

**Course / Rotation:**

**Date and Time of Exposure:**

**Location Where Exposure Occurred:**

**Supervisor/Faculty:**

***Details of Exposure: to be Completed by the Student***  
*(Complete all fields below.)*

**Details of occurrence:**

**Type of exposure:**

**Extent of Exposure:**

**Personal Protective Equipment Worn:**

**If Related to a Sharp Device:**

**Decontamination:**

**First Aid Administered:**

**To whom did you report this exposure:**

**Name and Title of Person who provided Post-Exposure Counseling:**

**Contact Information of Person who provided Post-Exposure Counseling, including the Name of the Facility:**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

University of South Dakota School of Health Sciences  
REQUIRED IMMUNIZATION FORMS

1. **Required Immunizations Form: Provided upon admission.**
2. **University of South Dakota Health Affairs Tuberculosis Risk Assessment & Annual Symptom Checklist for Tuberculosis**

University of South Dakota Sanford School of Medicine  
REQUIRED IMMUNIZATION FORMS

**Medical students need to complete both of these forms:**

1. **[Required Immunizations Form:](#)**
2. **University of South Dakota Health Affairs Tuberculosis Risk Assessment & Annual Symptom Checklist for Tuberculosis**

# University of South Dakota Health Affairs

## TUBERCULOSIS RISK ASSESSMENT & ANNUAL SYMPTOM CHECKLIST FOR TUBERCULOSIS & ATTESTATION OF EDUCATION

*Upon admission, students are required to complete this form which will be reviewed by USD Student Health Services. Annually, students are required to complete the signs and symptoms review, as well as the TB education attestation.*

Student's Name (Print): \_\_\_\_\_ Student's Program: \_\_\_\_\_

<b>TB RISK ASSESSMENT:</b>	<b>YES</b>	<b>NO</b>
Temporary or permanent residence (for ≥1 month) in a country with a high TB rate (i.e., any country other than Australia, Canada, New Zealand, the United States, and those in western or northern Europe)		
Current or planned immunosuppression, including human immunodeficiency virus infection, receipt of an organ transplant, treatment with a TNF-alpha antagonist (e.g., infliximab, etanercept, or other), chronic steroids (equivalent of prednisone ≥15 mg/day for ≥1 month), or other immunosuppressive medication <small>TNF = tumor necrosis factor</small>		
Close contact with someone who has had infectious TB disease since the last TB test		
<b>SIGNS &amp; SYMPTOMS REVIEW:</b> <i>In the last year have you experienced any of the following symptoms for more than three weeks at a time?</i>	<b>YES</b>	<b>NO</b>
Persistent cough, lasting more than 3 weeks		
Excessive sweating at night		
Unexplained, sudden weight loss		
Coughing up blood		
Chest pain		
Shortness of breath or difficulty breathing		
Unexplained fatigue lasting more than 3 days		
Unexplained fever lasting more than 3 days		
Other S/S or known TB exposure (describe): _____		

I (student) have reviewed and understand [CDC's TB facts sheet](#) and have no questions about TB risk factors, signs and symptoms of TB, nor USD's infection control policies and procedures.      YES    NO (Circle appropriate answer.)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Healthcare Provider/Student Health Nurse's Signature

\_\_\_\_\_  
Date

***If student has a history of latent TB proceed to the next page, if not circle: N/A***

University of South Dakota Health Affairs  
LATENT TUBERCULOSIS INFECTION

Student's Name (Print): \_\_\_\_\_ Student's Program: \_\_\_\_\_

Date: \_\_\_\_\_

Positive TB skin test (if applicable): Date: \_\_\_\_\_ Reading (in mm) \_\_\_\_\_

Interferon-gamma release assay (Quantiferon or similar, if applicable): Date \_\_\_\_\_ Results \_\_\_\_\_

Date of last chest x-ray \_\_\_\_\_

Chest x-ray results \_\_\_\_\_

Prophylactic treatment received? If yes; drug, dosage, and date of treatment or statement from PCP/provider that treatment was completed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I (student) have reviewed and understand [CDC's TB facts sheet](#) and have no questions about TB risk factors, signs and symptoms of TB, nor USD's infection control policies and procedures.

YES NO (Circle appropriate answer.)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Healthcare Provider/Student Health Nurse's Signature

\_\_\_\_\_  
Date

## SPECIFIC STUDENT SAFETY GUIDELINES

(General information, Prevention, Prophylaxis/Treatment)

This section of your manual briefly summarizes the specific exposures you might have, the prevention strategies that must be followed and the treatment/prophylaxis available. In case of accidental needle sticks or injury with other contaminated sharp object (scalpel) or exposure to an infectious agent where treatment or prophylaxis is available, it may be a specific hospital Infection Control Program or Emergency Room or Clinic nurse that will walk you through the reporting and treatment/prophylaxis process for that institution. Use this information to be your own advocate in ensuring your proper follow-up.

ANY exposure to patient blood and body fluids – percutaneous, splash into eyes, mucous membranes or onto already injured skin – may carry with it organisms that can kill and/or severely compromise your life (i.e. HIV). There are NO exposures minor enough to ignore; all exposures must be reported – for your safety.

### COVID-19:

**Prevention/Prophylaxis/Treatment/Follow-up:**

Students are required to follow their program’s specific guidelines.

**Additional information:**

[CDC Guidance](#)

### HEPATITIS B VIRUS (HBV)

**Prevention/Prophylaxis/Treatment/Follow-up:**

See the USD Health Affairs Immunization and Tuberculosis Policy.

**Additional information:**

- [CDC Guidance for Evaluating Health-Care Personnel for Hepatitis B Virus Protection and for Administering Post exposure Management](#)
- [CDC Epidemiology and Prevention of Vaccine-Preventable Diseases; Pink Book \(2015\)](#)

### HEPATITIS C VIRUS (HCV)

**Prevention/Prophylaxis/Treatment/Follow-up:**

[Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post exposure Prophylaxis](#)

### HUMAN IMMUNODEFICIENCY VIRUS (HIV):

**Prevention/Prophylaxis/Treatment/Follow-up:**

Please refer to the [Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to Human Immunodeficiency Virus and Recommendations for Post exposure Prophylaxis \(Sept. 2013\)](#)

The decision to take anti-retroviral drugs may be difficult. Free consultation is available through the [PEP: Post-Exposure Prophylaxis | National Clinician Consultation Center](#)

Follow the procedure as outlined in the USD Health Affairs Occupational Exposure to Infectious and Environmental Hazards protocol.

1. Exposure decontamination: Good first aid
2. Documentation and Follow-up
3. Notification
4. Completing Report Forms

#### INFLUENZA:

**Prevention/Prophylaxis/Treatment/Follow-up:**

All Health Affairs students are required to have the flu vaccine by October 15<sup>th</sup> annually.

**Additional information:**

[Healthcare Personnel Vaccination Recommendations](#)

[Influenza \(Flu\) Information for Health Care Providers | Influenza \(Flu\) | CDC](#)

#### MEASLES (RUBEOLA), MUMPS, RUBELLA:

**Prevention/Prophylaxis/Treatment/Follow-up:**

See the USD Health Affairs Immunization and Tuberculosis Policy.

**Additional information:** [Healthcare Personnel Vaccination Recommendations](#)

#### MENINGOCOCCAL DISEASE:

**Prevention/Prophylaxis/Treatment/Follow-up:**

See the USD Health Affairs Immunization and Tuberculosis Policy.

**Additional information:**

CDC's Epidemiology and Prevention of Vaccine-Preventable Diseases; The Pink Book 13<sup>th</sup> Ed (2015): [Chapter 14: Meningococcal Disease | Pink Book | CDC](#)

Students should consult with their physician about the appropriate vaccine for their specific risk.

#### VARICELLA ZOSTER VIRUS (VZV) (Chicken Pox/Shingles):

**Prevention/Prophylaxis/Treatment/Follow-up:**

See the USD Health Affairs Immunization and Tuberculosis Policy.

**Additional information:** [Chapter 22: Varicella | Pink Book | CDC](#)

#### TUBERCULOSIS:

**Prevention/Prophylaxis/Treatment/Follow-up:**

See the USD Health Affairs Immunization and Tuberculosis Policy.

**Additional information:** [Tuberculosis \(TB\) | Tuberculosis \(TB\) | CDC](#)

TETANUS, DIPHTHERIA, ADULT PERTUSSIS:

**Prevention/Prophylaxis/Treatment/Follow-up:**

See the USD Health Affairs Immunization and Tuberculosis Policy.

**Additional information:** [Chapter 16: Pertussis](#) | [Pink Book](#) | [CDC](#)

## Health Affairs Student Insurance Policy

LCME Standard: 12.6 Student Health and Disability Insurance
Originating Office: Medical Student Affairs
Responsible Executive: Associate Dean, Medical Student Affairs
Date Issued:
Date Last Reviewed: 03/2025
Date Last Revised: 03/2025

### Policy Contents

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#### I. REASON FOR THIS POLICY

The LCME, in Element 12.6, indicates a medical school ensures that health insurance and disability insurance are available to each medical student and that health insurance is also available to each medical student’s dependents.

#### II. STATEMENT OF POLICY

Students enrolled in Health Affairs graduate professional programs **are required** to carry health insurance coverage that meets or exceeds the minimum standards outlined below. These students must provide proof of credible coverage meeting minimum coverage standards at the beginning of each academic year. Students enrolled in Health Affairs undergraduate professional programs are required to carry health insurance coverage that meets or exceeds the minimum standards outlined below, at the beginning of the semester in which they will engage in clinical experiences. Health insurance coverage is a requirement of the Affordable Care Act, each academic program’s accreditation standards, and through affiliation agreements with clinical rotation sites. *Students who are unable to provide or have not provided sufficient proof of credible coverage meeting minimum standards **will not** be allowed to participate in clinical rotations or experiences.*

If required by the student’s specific academic program, other insurances (i.e. Life, disability and malpractice) are purchased as a part of the student tuition and fees.

Minimum coverage requirements are:

- Nationwide coverage
- Insurance must contain provisions for mental health and chemical dependency coverage.
- Insurance must not exceed the maximum deductible or out of pocket amount (\$9,200.00) according to current ACA guidelines for individual health plans.

*NOTE: Exceptions to the minimum requirements may be temporarily granted on an individual basis with the approval of the Dean of Medical Student Affairs or the appropriate Health Sciences Department Chair.*

Examples of acceptable coverage may include but are not limited to:

- Group plans where student is a dependent of a parent or spouse.
- Tricare
- Medicaid
- Coverage through the HealthCare.gov marketplace. South Dakota companies participating in the marketplace include Avera Health Plans, Sanford Health Plan

**III. DEFINITIONS**

**IV. PROCEDURES**

**V. RELATED DOCUMENTS, FORMS AND TOOLS**