

## **Residency/ Fellowship Coordinator's Training**

### **Employee Health Services**

- Appointments must be arranged through EHS in advance ( 328-6151 appointment line).
- Medical forms must be completed with all “yes” answers explained.
- Bring vaccination record or lab results indicating immunity and PPD results or for positive PPD reactors- chest x-ray within past 12 months.
- Bring a note from treating provider for any ongoing medical condition.
- Bring prescription bottles with them for any medications that may show up in a drug screen.
- Suggest a shared spreadsheet where coordinators can view who is cleared and who is deferred pending additional documentation or who is in medical review.
- Fitness for Duty process.

## **RESIDENTS/ FELLOWS**

Prior to beginning work at the University of Maryland Medical Center (UMMC), you will need to schedule an appointment to be seen by Employee Health Service (EHS) for a pre-placement physical. **You must bring a picture ID** (driver's license or passport) or we will not be able to perform your evaluation. Please bring a copy of your vaccination record and TB skin test.

**Plan about one hour in your schedule to complete this process.**

1. **Medical History Questionnaire:** Complete forms and bring them with you to your scheduled appointment. You will be instructed on how to access these forms online for convenience. **DO NOT MAIL THE COMPLETED FORMS TO YOUR RESIDENCY PROGRAM OR TO EMPLOYEE HEALTH.** Hand carry the forms with you to your appointment.

- If you have ANY current medical conditions, which require ongoing treatment, you will be required to provide a note from your treating physician.
- This note should include your diagnosis, treatment, medications, any restrictions to your physical activities or other restrictions. The note should further state that your medical condition is under control and will not interfere with your ability to perform the duties of your residency program in an ongoing, safe and reliable manner. Bring this documentation with you to your appointment.

2. **Vaccination History:**

Measles, Mumps, Rubella, Varicella (chicken pox) and Hepatitis B

Please bring documentation of any vaccinations or lab results indicating you are immune.

- If you cannot show proof of vaccination history or immunity, we will draw your blood to determine whether or not you are immune to measles, mumps, rubella and Hepatitis B. We will accept history of Varicella disease as proof of immunity to Varicella (chickenpox). If unsure we will send titres. If you have already received Hepatitis B or wish to decline, you may sign a declination form.
- If the test indicates that you are not immune to any of the above mentioned, you will be notified and instructed to return to EHS to be vaccinated.

3. **Tuberculosis Skin Testing:**

- You will be given a 2- step TB skin test. This means we place one TB skin test and as long as it is negative, we place another one 1-2 weeks later to be certain your baseline is negative. If you have had a TB skin test in the last 12 months, please bring a copy of the result. **Then you will only need to receive 1 TB skin test.**
- The TB skin test needs to be read or interpreted 48-72 hours after it was administered. You may return to Employee Health or have any RN or MD (but not yourself) document the result as long as there is no redness or induration. Any redness or induration must be read by Employee Health Services. Documentation can be hand carried or faxed to Employee Health (fax number above).
- If you have had a positive TB skin test in the past, please bring a copy of a chest x-ray report performed in the past 12 months. Otherwise we will repeat the chest x-ray. Also, complete the Positive TB Skin Test Questionnaire.
- For your convenience, we are open Mon. – Fri. from 7am -4pm (except holidays).

4. **Drug Screen:**

A urine drug screen will be obtained. Please come to your appointment prepared to provide a urine specimen.

5. **Respiratory Fit Testing**

Respiratory fit testing will be performed unless you decline and choose to wear a PAPR.

If you are unable to keep an appointment and need to reschedule please call 410-328-0958.

**Please note that your start date will be delayed by failure to return/complete vaccination records and T.B. skin test results.**

