

UCF's PedsAcademy® at Nemours Children's Hospital

*** Any delay in completing your tasks may result in removal from the PedsAcademy internship program. ***

Deadline for all document submission for the Spring 2022 Internship is Monday, January 3, 2022 by 5 p.m.

LET'S BEGIN!

□ Obtain Vaccination Records

- You are responsible for obtaining a copy of your vaccination records and ensuring that you have received all required vaccinations prior to onboarding.
- We recommend you **start this process early** so that you will be able to show proof of vaccination by the submission deadline. In the event you are missing any of the required vaccines or cannot locate your records, the UCF Student Health Center offers competitively priced vaccines and blood titer testing to check for immunity. Please send an email to immunizations@ucf.edu for assistance.
- You will be required to provide proof of the following:
 - 2 doses of the MMR (measles, mumps, rubella) vaccine OR Positive Titers
 - 2 doses of the Varicella (i.e., chicken pox) vaccine OR Positive Titers
 - 3 doses of the Hepatitis B vaccine OR Positive Titers
 - 1 dose of the Tdap (tetanus/diphtheria/pertussis) vaccine (must have received within the last 10 years)
 - If last Tdap is more than 10 years old, you will need to receive a Tdap booster.
 - COVID-19 vaccine (2 doses of Moderna or Pfizer OR 1 dose of Johnson & Johnson)
 - Annual Flu Vaccination (during flu season ONLY)
 - Students can receive FREE flu shots via UCF Student Health Services. No appointment or proof of insurance is necessary

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- **Complete 2-Step TB/PPD Test**
 - You will be required to submit proof of a 2-step tuberculosis (TB/PPD) skin test. [A 2-step TB test involves a "4 visit" approach:](#)
 - Visit 1, Day 1: PPD antigen is applied under the skin
 - Visit 2, Day 3: PPD test is read (within 48-72 hrs of placement).
 - Visit 3, Day 7-21: a second PPD skin test is applied (for those that test one was negative).
 - Visit 4, 48-72 hours after placement: the second test is read.
 - It is recommended that you make an appointment for your 2-step TB test as soon as you are accepted to participate in the PedsAcademy internship program. **DO NOT DELAY!** You may receive your 2-step TB test at the UCF Health Center or your own preferred health care provider.
 - Note: Results from an interferon-gamma release assay (IGRA) blood test can be submitted in lieu of the 2-step TB/PPD skin test. This blood test requires only a single patient visit.
- **Submit Documentation to Employee Health**
 - You will receive an email from Employee Health prior to the submission deadline. Upon receipt of this email, you will be required to submit proof of all required vaccinations as well as the results of your 2-step TB test. Only official documentation will be accepted.
- **Complete Urine Drug Screen**
 - All students are required to undergo a urine drug screen.
 - You will receive an email from Employee Health with specific directions for scheduling and completing your drug screen.
 - [Please be sure to schedule your drug screen appointment immediately after receiving this email in order to be cleared before the submission deadline.](#)
- **Complete Background Screening**
 - You will receive an email from HireRight, the Nemours background screening vendor. Please follow the link provided in the email to create an account and fill out your background check.
- **Submit Proof of Liability Insurance**
 - Each student is required to obtain the protection of professional liability insurance. Professional liability insurance can be obtained by enrolling as a student member of the National Education Association (NEA). NEA provides all members with professional liability insurance through the NEA Educators Employment Liability Program.

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- Link to enroll as an NEA Student Member: <https://ims.nea.org/HowToJoin/stateStudent.action?memberType=STUDENT&sea=fl>
- Benefits of current-year membership, including Employment Educators Liability insurance coverage, are effective from the date application is made with payment, through the end of the membership year.
- You will not be permitted to work with patients on-site without Employment Educators Liability insurance. *Therefore, you must email proof of your successful enrollment as an NEA Student Member to rebeca.grysko@ucf.edu prior to the submission deadline.*
- **Complete Web-Based Trainings (WBTs)**
 - You will receive an email from the Nemours IT Service Desk with specific directions for completing the mandatory web-based trainings. The trainings are to be completed online via Nemours University. You will be provided with specific directions for accessing Nemours University from an offsite location.
 - *You are required to submit a printed copy of your Nemours University WBT transcript on your start date to confirm the completion of all mandatory trainings.*
- **Attend the PedsAcademy Internship Orientation**
 - At orientation, we will review policies and procedures related to working in the hospital setting (e.g., hand hygiene, proper use of personal protective equipment, patient privacy).
 - Spring 2022 PedsAcademy Internship Orientation:
Monday, January 10th, 9:30am – 4:00pm
Nemours Children's Hospital

Important Contacts

- For assistance with obtaining your vaccination records, please email the UCF Immunizations Department at immunizations@ucf.edu.
- To schedule a vaccine appointment or TB/PPD test at the UCF Health Center, please call 407-823-270.
- For questions about submitting your vaccination records or scheduling your urine drug test, please email Aubrey Giunta from Nemours Employee Health at aubrey.giunta@nemours.org.
- For assistance with completing your background screening, please contact our HR Onboarding Specialists at HROperations@nemours.org.
- For all other questions, please contact Dr. Becca Grysko at rebeca.grysko@ucf.edu.

Onboarding Checklist

**** Did you complete all your onboarding tasks? ****

Task	Submit to...	✓ Complete
Submit proof of Measles, Mumps, Rubella (MMR) vaccination x2 OR Positive Titers	Employee Health	
Submit proof of Varicella (chicken pox) vaccination x2 OR Positive Titers	Employee Health	
Submit proof of Hepatitis B vaccination x 3 OR Positive Titers	Employee Health	
Submit proof of Tdap vaccine	Employee Health	
Submit proof of COVID-19 vaccination (2 doses of Moderna or Pfizer OR 1 dose of Johnson & Johnson)	Employee Health	
Submit proof of the flu vaccine (during flu season only)	Employee Health	
Submit results of 2-Step TB/PPD test or IGRA	Employee Health	
Schedule and complete urine drug screen	Employee Health	
Complete Background Screening Information in the HireRight System	Nemours HR	
Submit proof of liability insurance with NEA (National Education Association)	Dr. Grysko	
Complete all required web-based trainings (WBTs) in Nemours University and submit printed copy of transcript	Dr. Grysko	

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