**GENERAL AFFILIATION REQUIREMENTS**

My name is Jeanne Flynn and I am an Assistant Field Coordinator at AU. Part of my job responsibility is to assure that students interning in medical and other required settings have met the prerequisites to assure a timely start to your internship year. These prerequisites are part of a legal agreement between your internship site and Aurora University and thus must be completed and verified by me **BEFORE** the start of your placement. Please submit all forms to Section #5a on SWK Field Resources moodle page. Below is a sample list of prerequisites.

***(BEFORE BEGINNING WORK ON ANY OF THESE REQUIREMENTS, PLEASE BE AWARE THAT EACH AGENCY HAS ITS OWN SELECTION OF REQUIREMENTS AND SELDOM WILL REQUIRE ALL OF THE BELOW ITEMS. PLEASE CHECK WITH YOUR AGENCY AND/OR JEANNE FLYNN BEFORE PROCEEDING TO ASSURE THAT YOU ARE COMPLETING THE CORRECT REQUIREMENTS.)***

* **Health Insurance**: Facilities will often not include this in the list of required items. However it is almost always indicated in their affiliation agreement so AU requires that you provide us proof of your health insurance by copying the front and back of your health insurance card.

* **CPR certification**: Many, but not all, facilities will waive this requirement. If so, I ask for an email from the facility verifying this. If it is required, you will need to find training and produce a certification card showing your completion date of CPR training. At times, AU offers this training and when it is available, an email will go out advising you of such.
* **Hepatitis B**: Series of three shots; most often found on your immunization record. There are some students who have never had Hep B shots and since they have to be spaced out over a period of time I usually look at two options for you:
	+ - * Have you sign a declination form stating that you are not compliant and willing to assume the risks – the facility has to agree to the use of this form (if so, you can find it on moodle)
			* Have you begin the series and have the facility verify to me in email that you can begin your internship mid series

If you have had all three shots, I will need a copy of your immunization record documenting this.

* **Blood borne pathogen training:** Many facilities will waive this for you. If so, I ask for an email from the facility verifying this (if so, please view the “infectious disease waiver” found on moodle). If they are not willing to waive it, we do have a free on-line resource to use. If not already, I will need to add you to the Health Care Specialization Moodle page. On that page is a blood borne pathogen power point to be reviewed and a quiz that is submitted to me afterwards as proof of the training.
* **Flu Vaccination:** Flu shots must be current within the last 12 months. During the flu season, the vaccine is readily available at your doctor’s office, local health care facility and oftentimes Walgreens or Jewel. During the “off season,” flu vaccine can be harder to locate. If you are unable to find a provider, please let me know and we will contact your facility to see how to proceed. For verification, I need a document (doctor’s note, Walgreen’s receipt, etc.) stating the date of your last flu shot.
* **HIPAA Training:** Same as blood borne pathogen training above.
* **Criminal Background Check:** Most often we can use the AU background check that you have already completed. Let me know and I will secure a copy of the background check myself. If your facility requires fingerprinting, AU’s check does not include that and you will be required to work with your facility to find a vendor to complete this.Once completed I will need a copy of that screen also.
* **Drug Screens:** First, check to see if your agency has a timeframe – some don’t but some say within 4 or 12 weeks of placement and you will want to adhere to this requirement. We have a vendor for you to use and I can provide the link (or use the “Drug Screen” form located on Moodle). The cost is $46.00 and you MUST set up an account and download the barcode forms before proceeding to the testing site otherwise you will be turned away. Some facilities do their own testing and I ask for a copy if that is the case. If you are using our vendor, you can designate that they send a copy of your results to AU or you can send me your results directly.
* **Immunizations:** This one gets tricky – make sure you read the agency’s protocol as some will accept immunizations and some will only accept titers. We oftentimes have to do titers for chicken pox as the immunization records either don’t have the shots or just say “had the disease”. Verification for this requirement will be your immunization record and/or any additional shots or titers that are required. During the school year you can elect to get your records from the Wellness Center (please complete the “wellness center release of information” on moodle). Unfortunately the Wellness Center closes for the summer so, during this time period, you will need to get your immunization directly from your health care provider. The needed immunizations are: 2 – MMR shots and 2 – Varicella (chicken pox) shots. Some facilities also require 1 – Hep A shot on top of the 3 Hep B shots detailed above.
* **TB test:** Make sure you know if the agency is requesting a one or two step test. If it’s a two step test please note that this means: one shot; one reading followed by another shot and reading. TB shots cannot be over 12 months old. I will need a sheet documenting negative results for the test(s).
	+ Some community agencies will offer this service. Make sure they can provide results of the test. Prices may vary and can change at any time.
		- Walgreens (must be an Advocate Health Clinic inside) costs about $23 overall.
		- CVS costs about $35 for the test and $30 for the reading.
		- Kane County Health Department (630-264-7665) costs about $51 for a 1 step test and $102 for a 2 step test.
		- VNA healthcare (630-892-4355) prices are based off income (bring proof of income with ID)
		- Aunt Martha Center in Aurora (877-692-8686) prices are based on a sliding scale based on income (bring proof of income with ID plus $20 copay.
* **RELEASE OF INFORMATION:** If you want us to share your affiliation material with your facility a release of information will need to be signed by you to allow this exchange of information.
* **OTHER:** This can include a variety of things depending on the agency’s affiliation agreement – i.e. T-dap shots; health statements, sexual offender checks, OIG exclusion list checks, etc.
	+ Employee: Just because you are an employee of the agency that you are interning in DOES NOT exempt you from providing the same required information. Please contact me for the most expeditious way to accomplish this.

Please know that I am here to help you through this process and if you have any questions please contact me.

Jeanne Flynn, Asst. Coordinator of Field

jflynn@aurora.edu

630-844-7831