



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Policy Name:	Required Documents and Immunizations
Approval Authority:	Dean's Council
Responsible Executive:	Department of Clinical Education
Responsible Office(s):	Clinical Education
Effective:	November 2019
Expires:	January 2024
Last Revised:	July 2022
Next Review Date:	N/A

Required Documents and Immunizations Policy

Policy Statement

Students who project themselves as future healthcare workers must protect their health and the health of future patients. All students at Noorda-COM must be vaccinated in accordance with the College's guidelines in order to pursue the clinical education aspects of the curriculum. Healthcare facilities (hospitals, clinics, offices) require all contributing to patient care to be appropriately immunized to minimize patient risk. Students are expected to be knowledgeable of the current CDC guidelines for healthcare workers found on their website, www.cdc.gov.

In addition, all students are required to maintain personal health insurance, auto insurance, and current, updated immunizations. Noorda-COM students must upload all required documents, including proof of personal health insurance, auto insurance, and immunizations to [Exxat](#). Students are responsible for monitoring the status of their own vaccinations and updating them prior to expiration dates. Students who fail to meet these guidelines may jeopardize their eligibility for participation in clinical education and/or continued enrollment.

Entities Affected by the Policy

Assistant Dean for Clinical Education
Assistant Dean for Academic Affairs
Associate Dean for Clinical Affairs
Associate Dean for Student Affairs
Clinical Education Department
Professionalism, Academics, and Clinical Committee (PACC)
Registrar
Student Promotion Committee (SPC)
Students

Policy Procedures

Students are required to maintain current documentation throughout medical school. Students will receive weekly email notifications from Exxat starting 45 days before their required documents expire. It is the student's responsibility to update the documents before they expire.

Required Immunizations

After documenting the required immunizations for matriculation (see [Admissions Policy](#)), the following are required to be updated annually for current students:

- Tuberculosis Testing
- Influenza immunization

Students must upload all immunizations and required documents on Exxat. Students will be personally responsible to keep all immunizations current during their time at Noorda-COM.

Vaccine Exemptions

Please see the [Admissions Policy](#)

Drug Screening and Background Check

Students will be required to undergo an additional background check towards the completion of the second year prior to matriculation to third year and clinical clerkships. For more information, please see the [Admissions Policy](#).

Health Insurance Information

All students must report any break in coverage or change in health insurance to the Associate Dean for Student Affairs while attending classes on campus. COM students must report any break in coverage or change in health insurance to Clinical Education during the third and fourth years. For more information, please see the [Admissions Policy](#).

Auto Insurance Information

All Noorda-COM students are required to submit proof of personal auto insurance to the Clinical Education Department after matriculation. Students may seek an Auto Insurance exemption if they do not have a personal mode of transportation by contacting the Clinical Education Department.

Questions

Any questions can be directed to the Clinical Education Department clined@noordacom.org

Definitions

N/A

Responsibilities

Students
Department of Clinical Education

Policy Violations

OMS I

Once a student has an expired document, they will be considered non-compliant. The student is notified via email and informed that they will be required to meet with PACC to discuss non-compliance. If a student neglects to update documents after meeting with PACC, and within 1 week of document expiration, the student will be placed on "Required Document Hold" status. This action automatically restricts access to academic content, labs, testing, transcripts, etc. If students are on Required Document Hold status longer than 5 business days, they will be referred to SPC to investigate further.

OMS II

Once a student has an expired document, they will be considered non-compliant. The student is notified via email and informed that they will be required to meet with PACC to discuss non-compliance. If a student neglects to update documents after meeting with PACC, and within 1 week of document expiration or their next clinical experience (whichever comes first), the student will be placed on "Required Document Hold" status. This action automatically restricts access to academic content, labs, testing, transcripts, etc. Students will be unable to attend any clinical school activities, including LCM and volunteer clinic. If a student is absent from a required clinical activity because of missing documents, they will not be excused. If students are on Required Document Hold status longer than 5 business days, they will be referred to SPC to investigate further.

OMS III-IV

Once a student has an expired document, they will be considered non-compliant. The student is notified via email and informed that they will be required to meet with SPC to discuss non-compliance. The student will be placed on "Required Document Hold" status effective immediately. Students will be unable to attend any clinical school activities, including clerkships, rotations, volunteer experiences, etc. If students are absent from a required clinical course because of missing documents, they will not be excused and are in jeopardy of failing the course.

Students shall only use Noorda-COM accounts that have been authorized for their own use. Sharing of passwords or logins is strictly prohibited (see [Code of Professional Conduct Policy](#)).

Interpreting Authority

Dean's Council

Statutory or Regulatory References

N/A

Relevant Links

[Admissions Policy](#)

[Code of Professional Conduct Policy](#)

www.cdc.gov

Policy Adoption Review and Approval

[Dean's Council](#)