



Dear Learner,

Welcome to **Adams School of Dentistry (ASOD) at UNC!** We are excited to have you as a new member of the school and look forward to learning with you! As a new learner at ASOD, there are a few mandatory requirements you will need to complete as soon as possible, with a few tasks scheduled for shortly after you start with us. Review the checklist below to get started:

IMMEDIATE CHECKLIST

1. **Immunization Record is separate from UNC Campus Health.** Gather all relevant immunization records, enter the corresponding dates, and attach all documentation to the packet.
 - a. Completed forms with attachments are to be uploaded through Connect Carolina (<https://connectcarolina.unc.edu/>). Look under the “To Do” section, to upload the completed documentation.
 - b. Don’t see anything in your “To-Do” section? You may not be in the system yet and will need to wait a little longer.
 - c. Starting soon and there still isn’t anything in your “To-Do” section? Contact the Director of Clinical Compliance (ASOD_ClinicalCompliance@unc.edu) and provide your PID.
2. Provide a copy of your **BLS (Basic Life Support)** certification through Connect Carolina (<https://connectcarolina.unc.edu/>), under “To-Do” section. BLS certification *must be valid/cannot expire* through the entirety of your *1st year* with ASOD.
3. Provide COVID-19 status to **UNC**: <https://ehs.cloudapps.unc.edu/ClinicRegistration/covidcert>

WITHIN 1ST MONTH OF START

4. Shortly after starting your program, you will be given access to a portal called eMedley. It is *required* that your immunization records, [BLS certification](#), and the trainings below are all uploaded. Use the link below *once you have been instructed to do so*. <https://he.emedley.com/univ/uncd/common/adfs/login.php>
5. After instructed, complete the following trainings and upload completion confirmation to eMedley:
 - a. **HIPAA Training:** <https://apps.fo.unc.edu/ehs/training/hipaa/>
 - b. **Information Security Awareness Training:** https://its.cloudapps.unc.edu/info_security_awareness_training/
6. Provide your **ASOD** COVID-19 Vaccination: <https://bit.ly/learner-status>
7. Review compliance items, training guides, and links on the Clinical Compliance Portal, which will be available *after your start date*: <https://bit.ly/clinical-compliance>
8. Review the policies at ASOD by heading to <https://policies.unc.edu/> and select “Adams School of Dentistry,” under Responsible Units. All policies can be found on this site, with additional material found on a secured site you’ll have access to later.
9. If you have questions during this process, send an email to Clinical Compliance to receive help! ASOD_ClinicalCompliance@unc.edu
10. When you receive a copy of your **Background Check**, upload a copy of this to eMedley

IMMUNIZATION RECORD

Last Name	First Name	Middle	Date of Birth (MM/DD/YYYY)
			PID

SECTION A: IMMUNIZATIONS

Complete the information below and *attach supporting documentation*.

Immunization Name	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY
Hepatitis B Series (AND Quantitative Titer) A minimum of two (2) or three (3) vaccines is required, in addition to a positive titer lab report.				ATTACH QUANTITATIVE TITER
HBV (Additional Vaccinations)				Non-Responder <input type="checkbox"/>
Tetanus, Diphtheria, Pertussis (Tdap) Health Science Students must have at least 3 doses; one of which must be a Tdap booster and one of which must be within the past 10 years.				
Td Booster (Every 10 years thereafter)				
Varicella Two (2) doses of Varicella OR serological proof of immunity to varicella.			OR SEROLOGIC TEST	
Measles, Mumps, Rubella (MMR)				
**Influenza Vaccine - OPTIONAL <i>NOT REQUIRED UNTIL AFTER ENTRY</i> Required after start, due by 10/31 of each year.		Influenza Exemption Request Link https://campushealth.unc.edu/services/immunizations/health-science-students-immunizations/		
COVID-19 Vaccination Provide manufacturer, dates of vaccination(s), and any boosters, or indicate intent to request an exemption.	Most Recent Manufacturer	Most Recent Date / /	Manufacturer ALL	Dates ALL
<i>Intend to request COVID-19 exemption:</i>	<input type="checkbox"/>			

SECTION B: TUBERCULIN SCREENINGS

TB Serologic Test (PREFERRED)	Type of Test	Date of Test	Result
Must attach laboratory results	<input type="checkbox"/> T-SPOT.TB		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
	<input type="checkbox"/> QuantiFERON Gold Plus		
2-Step TST 1 st TST must be placed within the past 12 months. 2 nd TST must be placed at least 1 week <i>AFTER</i> the 1 st TST <i>READ</i> date.	<i>Contraindication? DO NOT GET THE 2-step TST</i>		
	1 st Place Date	1 st Read Date	2 nd Place Date

REQUIRED DOCUMENTATION

QUANTITATIVE Hepatitis B Titer <i>Issue with the resulting titer? Review next page.</i>	<input type="checkbox"/>
Immunization documentation <i>Any documentation that supports dates entered</i>	<input type="checkbox"/>
<u>BLS (Basic Life Support) Certification</u> <i>Expiration date must be valid/cannot expire throughout the entirety of your 1st year with ASOD.</i>	<input type="checkbox"/>
(PREFERRED) TB Serologic Test	<input type="checkbox"/>

Optional Documentation

Varicella Serological Titer	<input type="checkbox"/>
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QUESTIONS?

<p>Connect Carolina (Upload Documentation)</p>	<p>https://connectcarolina.unc.edu/ 1st Upload: Immunization Packet 2nd Upload: BLS (CPR) Certification</p>
<p>Policies</p>	<p>https://policies.unc.edu/</p>
<p>Immunizations Help</p>	<p>immunizations@unc.edu (<i>Campus Health</i>) ASOD_ClinicalCompliance@unc.edu (<i>ASOD</i>)</p>
<p>HIPAA Training (PID Required)</p>	<p>https://apps.fo.unc.edu/ehs/training/hipaa/</p>
<p>Security Awareness Training (PID Required)</p>	<p>https://its.cloudapps.unc.edu/info_security_awareness_training/</p>
<p>ASOD COVID-19 Vaccination Status</p>	<p>https://bit.ly/learner-status</p>
<p>BLS (CPR)</p>	<ul style="list-style-type: none"> • BLS is required BEFORE you start your program. • Full BLS requirements lists in: https://policies.unc.edu/TDCClient/2833/Portal/KB/ArticleDet?ID=131267 • Summary requirements: <ul style="list-style-type: none"> ○ Lecture portion either online or in-person. ○ Skills assessment in-person ONLY. ○ Certification needs to be BLS for “healthcare”, “provider”, or “responder.” • Example courses: <ul style="list-style-type: none"> ○ <i>Certification from other organizations allowed.</i> ○ AHA BLS <ul style="list-style-type: none"> ▪ https://cpr.heart.org/en/courses/basic-life-support-course-options ○ Red Cross BLS for Healthcare Providers <ul style="list-style-type: none"> ▪ https://www.redcross.org/take-a-class/bls-training/bls-for-healthcare-providers
<p>Hepatitis B (HBV) Quantitative Titer</p>	<p>er is QUANTITATIVE, as a NUMERICAL VALUE is required. Confirm a “live” titer has not been ordered. qualitative test (no numerical value) by accident? Request a quantitative test and email to ASOD_ClinicalCompliance@unc.edu. titer? Deadline can be extended! Review next page for outlined process and generally be expected.</p>

Hepatitis B Quantitative Titer Issue

If you have received results from a *QUANTITATIVE* Hepatitis B titer that shows as Non-Reactive (with a numerical value), upload the titer with all other documentation and send an email to ASOD_ClinicalCompliance@unc.edu, to advise of the issue. **Once a completed immunization packet is received and email sent, you will be marked as “Tentatively Compliant,” which will allow you to enter/continue into the program.**

Each step listed below is a *general guide*. Deadlines can be extended, and the process may differ, depending on the guidance from your provider. Regardless of the process, the biggest thing to remember is to remain communicative!

<p style="text-align: center;">1st Low-Value / Non-Reactive</p>	<ol style="list-style-type: none"> 1. Upload all documentation to Connect Carolina, SOD Immunization checklist item, under your To Do List. 2. Send email to ASOD_ClinicalCompliance@unc.edu and advise that you received a Hep B quantitative titer and were non-reactive. A new deadline will be given 5-7 weeks out, depending on your provider’s guidance. 3. Schedule an appointment with your chosen provider to receive 4th dose of HBV and save documentation. <ul style="list-style-type: none"> • UNC Campus Health provides the necessary tests and is familiar with all UNC Health Professional school requirements. https://campushealth.unc.edu/about-us/appointments/ 4. Wait 4-6 weeks, have a <i>QUANTIFIED</i> Hep B Titer completed. 5. Upload proof of 4th dose and titer to Connect Carolina, under the To Do List item of “4th Dose & Re-Titer.”
<p style="text-align: center;">2nd Low-Value / Non-Reactive</p>	<ol style="list-style-type: none"> 1. Send email to ASOD_ClinicalCompliance@unc.edu and advise that you received a Hep B quantitative titer and were non-reactive. A new deadline will be given 3-4 months out, depending on your provider’s guidance. 2. Schedule appointment with provider for 5th and 6th HBV dose, saving proof of vaccination. <ul style="list-style-type: none"> • UNC Campus Health provides the necessary tests and is familiar with all UNC Health Professional school requirements. https://campushealth.unc.edu/about-us/appointments/ 3. Complete <i>QUANTIFIED</i> Hep B Titer before the deadline communicated. 4. Upload proof of 5th/6th dose and quantified titer results into Connect Carolina, under the To Do List item of “5th-6th Dose & Final-Titer.”
<p style="text-align: center;">3rd Low-Value / Non-Reactive</p>	<ol style="list-style-type: none"> 1. Send email to ASOD_ClinicalCompliance@unc.edu and advise that you received a Hep B quantitative titer and were non-reactive. 2. Schedule appointment with Campus Health, to speak to a provider about being a Non-Responder. https://campushealth.unc.edu/about-us/appointments/ 3. If you accept the risks, upload acknowledgement form signed in Campus Health to Connect Carolina, under the To Do List item of “Non-Responder.”