Certification / Documentation Required for Fieldwork

1. Malpractice Insurance
UTMB students are covered by a University held malpractice insurance policy. A copy of this policy will be sent to the facility with the Fieldwork packets.

2. Health Records
Students may be asked for copies of their health records including immunizations.

3. Health Insurance
Students may be asked for verification of health insurance.

4. Name Tags
UTMB identification badges need to be worn while on Fieldwork, unless otherwise specified by the facility.

5. Background Checks
Background checks are becoming more of an issue at fieldwork sites. You will be required to have a updated background check in order to work at fieldwork facilities. Go to the following website to complete this paperwork: http://www.sahs.utmb.edu/background_checks.asp

6. Drug Testing
Mandatory drug testing may be required at some facilities. If these are required, students are responsible for finding an acceptable testing center, paying for the tests, and having results delivered appropriately.

7. HIPPA
Many facilities will require on-site HIPPA certification, in addition to UTMB’s own certification. Some students will be required to complete on-line training and/or orientation prior to beginning clinical rotations.

8. Personal Data Sheet
This form must be completed by the students before leaving campus for Level II fieldwork and submitted to the Academic Fieldwork Coordinator for inclusion in Fieldwork packets.

9. Interim Contact Information
Prior to leaving campus during the last summer semester (before beginning Level II fieldwork), students must provide the fieldwork coordinator / program coordinator contact information for the time periods before Level II fieldwork begins and between the two rotations. Ideally, students will also provide a back-up contact person, in case the student is traveling or not accessible. This information must be updated immediately when changes occur.

10. CPR
Many sites require CPR certification. UTMB provides this certification during coursework but some students may need to seek updates, per facility requirements.