Requirements for Occupational Therapy Students

In order to advance to the professional phase of the occupational therapy program, students must successfully complete all pre-professional courses according to the academic standards, as well as provide proof that they have met all the background, security, medical and shadowing requirements established.

Maintaining records of your credentials and being able to produce, on demand, the evidence of your current and valid training and clearances is a professional responsibility and expectation of every health care professional. Due to the sequential nature of the curriculum, inability to continue to the professional phase would delay your progress in the occupational therapy program for one full year.

The Department of Occupational Therapy uses a web-based scheduling program called EXXAT. This program allows for secure and comprehensive storage of fieldwork documents, as well as provides a three-way interface between students, fieldwork sites, and the Academic Fieldwork Coordinator. Occupational Therapy students will be required to complete their profile and upload their required documents and clearances into the EXXAT system in the fall of their third year, and renew annually up until their fifth or sixth year. The cost for EXXAT is $35.

The following is a list of Duquesne University’s MOT Program requirements that students must complete and upload to Exxat. Although you will be submitting your proof of a physical exam and immunizations to your online profile, you are also still required to submit this information to Medicat via DU Health Services. Please see the Health Services website for their instructions.

http://www.duq.edu/life-at-duquesne/student-services/health-service/pre-clinical-health-requirements

Please note, many fieldwork sites have additional standards and requirements for students. Students will be responsible for the completion and distribution of all clearances, training, and health paperwork as required by their fieldwork site prior to FW. Students should be prepared to renew their clearances multiple times due to fieldwork site policies. Failure to complete clearances and paperwork on time will interfere with the student’s ability to complete FW and therefore the MOT program. Students are required to keep all originals of clearances in an accessible location. Some Level I and Level II fieldwork sites requiring a background check may refuse fieldwork to students with a felony conviction. Please talk with the AFWC immediately if this pertains to you. If a fieldwork site refuses a student due to a background check result, the AFWC will attempt to secure an appropriate placement; however, students should be advised that there is no guarantee that a placement will be found.
## TIER 1 REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verification of Health Insurance</td>
<td>Submit a copy of your current Health Insurance card OR a proof of coverage from your provider. The copy of your card must be both front and back submitted at the same time.</td>
<td>October 31</td>
</tr>
<tr>
<td>HIPAA Certification</td>
<td>Submit your DU HIPAA training certificate. Certificate must be signed by the student. (requirement will be met in Professional Seminar or OT Overview)</td>
<td>October 31</td>
</tr>
<tr>
<td>OSHA Certification</td>
<td>Upload the DU OSHA/Safety training letter to this requirement. (requirement will be met in Professional Seminar or OT Overview)</td>
<td>October 31</td>
</tr>
<tr>
<td>DU OT FW Manual Acknowledgement Form</td>
<td>Upload your signed AND dated OT FW Manual acknowledgement form.</td>
<td>October 31</td>
</tr>
<tr>
<td>DU OT Professional Phase Manual Acknowledgement Form</td>
<td>Upload your signed AND dated OT Professional Phase Manual acknowledgement form.</td>
<td>October 31</td>
</tr>
<tr>
<td>RSHS Performance Indicators</td>
<td>Upload your signed AND dated RSHS Performance Indicators form.</td>
<td>October 31</td>
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</tbody>
</table>

## TIER 2 REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Due Date</th>
</tr>
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</table>
| Hepatitis B                        | The following is required:  
  • 3 vaccinations AND  
  • A positive antibody titer (lab report required)  
If your titer was negative or equivocal, new alerts will be created for you to receive one booster vaccine (administered after your titer), and provide a 2\textsuperscript{nd} titer performed 1-2 months after booster. *A 2\textsuperscript{nd} negative titer will require 2 more doses of vaccine and retest 1-2 months after the last dose (6\textsuperscript{th} dose) | December 1 |
| Varicella (Chicken Pox)            | One of the following is required:  
  • 2 vaccinations OR  
  • A positive antibody titer (lab report required)  
If your titer is negative or equivocal, new alerts will be created for you to repeat the series (two vaccinations received after your titer), and a repeat titer.                                                                                                                                                  | December 1 |
| Measles, Mumps and Rubella (MMR)   | The following is required:  
  • 2 vaccinations AND  
  • A positive antibody titer (lab report required)  
If your titer is negative or equivocal, new alerts will be created for you to receive one booster vaccine.                                                                                                                                                                                                                   | December 1 |
| Tetanus (TDap)                     | Submit documentation of a Tetanus, Diphtheria, and Pertussis (TDaP) vaccination, administered within the past 10 Years. The renewal date will be set for 10 years from the date administered                                                                                                                                                                                                                   | December 1 |

Revised 5/13/20
<table>
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<tr>
<th>Requirement</th>
<th>Details</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Influenza</td>
<td>Submit documentation of a vaccination administered during the current flu season (September – March). If you are unable to receive the vaccination, please upload a declination signed by a medical professional. * Please note that certain fieldwork sites may REQUIRE a flu shot during flu season and a declination waiver is not acceptable. The renewal date will be set for 12/1 annually.</td>
<td>December 1</td>
</tr>
</tbody>
</table>
| Tuberculosis (TB)                  | One of the following is required:  
  - 2 negative TB skin tests given within the past year OR  
  - Negative IGRA OR  
  - If positive results, submit a clear chest x-ray (lab report required).  

RENEWAL: The renewal date will be set for 1 year from the most recent test.  

Upon renewal, one of the following is required:  
  - 1 negative TB skin tests given within the past year OR  
  - Negative IGRA OR  
  - If past positive result, submit a clear chest x-ray (lab report required).  

For example: If step 1 was administered on September 10, 2020 and step 2 was administered on September 30, 2020, your renewal test should take place BEFORE September 10, 2021.  

A lapse in over a year will require a new 2 step process. | December 1      |
| Meningitis (Meningococcal Conjugate- MCV4) | Documentation of vaccination on or after your 16th birthday is required.                                                                                                                                  | December 1      |
| Physical Exam                      | Submit a copy of your completed physical exam. Physical MUST be completed on the 3-page school form, be signed by a medical professional, and dated within the past 12 months for approval.  

Please make sure you sign where it indicates for student signature. | December 1      |
| Proof of Shadowing Hours           | Upload your Proof of Shadowing Hours form. There must be a minimum of 40 hours shadowing an OTR practitioner.                                                                                          | December 1      |
| Proof of AOTA Membership           | Upload your AOTA Membership card to this requirement. Renewal will be set based on the expiration of the card.                                                                                           | December 1      |
| Proof of Act 31 - Child Abuse Mandated Reporter Training | Upload your certificate titled Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania to this requirement. This training will take 3 hours to complete.  

http://www.socialwork.pitt.edu/researchtraining/child-welfare-education-research-programs/act-31-line-training | December 1      |
| CPR Certification                  | Submit documentation of your current CPR certification. Documentation must be directly from the American Heart Association and must be the Basic Life Support course. The front AND back of the card must be submitted at the same time, and the “Holder’s Signature” line on the back of the card must be signed. | January 31 of your 3rd year |
The renewal date will be set based on the expiration of your certification.

## Background Checks and Clearances

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<thead>
<tr>
<th>Requirement</th>
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<th>Due Date</th>
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</table>
| ACT 151 Pennsylvania Child Abuse History Clearance (CY113) Cost: $13 if it’s your second time requesting it | • If you already have a Keystone ID account go to the website [https://www.compass.state.pa.us/CWIS/Public/ClearanceLearnMore](https://www.compass.state.pa.us/CWIS/Public/ClearanceLearnMore), follow the instructions and click “Volunteer of Child Care Services” when asked why you are requesting the check. Employer is Duquesne University if needed.  
• If you have never applied for a PA Child Abuse Clearance go to this website and create an individual account - [https://www.compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)  
• You will be asked to create a Keystone ID, then you will receive an email confirmation, follow the directions, then click on the “Child Welfare Portal” link in the email, log in, then select Access my Clearances to request a clearance.  
• The cost of the clearance is $13 and must be paid online at the time of the application.  
• Save the clearance certificate and upload to Exxat. The certificate is valid for one year unless your site requires a more recent check.  
• Enter Date of Completion as Date of Clearance check results.  
• Enter Date of Expiration as 1 year from Date of Completion. | December 1 |
| ACT 34 Pennsylvania Criminal Background Checks (PATCH) (SP4-164) Cost: $22 | • Go to the website [https://epatch.state.pa.us/Home.jsp](https://epatch.state.pa.us/Home.jsp)  
• Click Submit a New Record Check (you are NOT a volunteer),  
• Select “Other” when asked why you are requesting the check.  
• The cost of the clearance is $22 and must be paid via credit or debit card at the time of the online application.  
• Once you have submitted the application, be sure to save the Control Number that is provided as this is your record for retrieving the clearance.  
• Save the clearance certificate and upload to Exxat. The certificate is valid for one year unless your site requires a more recent check.  
• Enter Date of Completion as Date of Clearance check results.  
• Enter Date of Expiration as 1 year from Date of Completion. | December 1 |
| ACT 114 FBI Fingerprint Criminal Background Check Cost: $22.60 | [https://www.identogo.com/locations/pennsylvania](https://www.identogo.com/locations/pennsylvania)  
• You must register online, complete the necessary online forms, and print the receipt. The registration online requires a credit card for payment of $22.60.  
• You will want to select “digital fingerprinting”. You must use the Department of Human Services option (and should NOT use the Department of Education options). When you’re asked for the service code, you’ll need to input the following: 1KG6ZJ  
• You will need to take the printed receipt and two forms of identification, including one government-issued photo ID to a fingerprinting facility. Locally, you may go to IdentoGO by IDEMIA 2nd floor, 322 N Shore Dr Bldg 1b Ste 200, Pittsburgh, PA 15212. There will be | December 1 |
an opportunity online (when you register) to set up your specific fingerprinting appointment.
- After being fingerprinted at the facility, the results will be mailed to the home address that you entered online. The waiting period for the results can range from 2-4 weeks.
- Save the clearance certificate and upload to Exxat. The certificate is valid for one year unless your site requires a more recent check.
- Enter Date of Completion as Date of Clearance check results.
- Enter Date of Expiration as 1 year from Date of Completion.