

Date: 2008

To: Summer Program Coordinators

From: Medical Director
Occupational Medical Service, Division of Occupational Health and Safety, ORS

Subject: **Revised** Guidelines for Preplacement Medical Evaluations for Summer Students

Summer students are required to have a preplacement medical evaluation, **ONLY** if they are expected to work:

- In areas frequented by patients at the Clinical Center (i.e., in the Ambulatory Care Research Facility or Hatfield Clinical Research Center);
- With patients;
- With human blood, body fluids, or tissues;
- With human pathogens (infectious agents);
- With hazardous chemicals; or
- With animals.

Please note that students must be at least 18 years old to work either in Biosafety Level 3 or 4 laboratories or with:

- Nonhuman primates,
- Human and nonhuman primate blood, body fluids, or tissues,
- Human and nonhuman primate retroviruses,
- Select agents,
- Radioactive isotopes, and
- Select carcinogens, reproductive toxins, or acutely toxic chemicals as outlined in the NIH Chemical Hygiene Plan.

As a Summer Program Coordinator you should discuss proposed positions within your IC with the relevant supervisors to determine which students will require a preplacement medical evaluation. A summer student who does not meet the above conditions does not need to be seen in OMS.

Also note that all students under the age of 18 selected to work in a laboratory must be issued a personalized "Safety Consent for Minors" memorandum. The memorandum must be completed by the student's proposed supervisor. A template for the memorandum and instructions for completing it are attached for your reference.

For those students who are required to have a preplacement medical evaluation, please provide them with copies of the following documents:

1. the Memorandum to Student Workers,
2. the Documentation of Immunizations form,
3. the Authorization for Treatment of a Minor form, if the student will be under 18 years old when he/she starts work, and
4. a completed Safety Consent for Minors, if the student will be under 18 years old when he/she starts work.

Please advise the students to have the Documentation of Immunizations form completed by their personal health care providers, prior to scheduling an appointment with OMS. Students can expedite their clearance by having a tuberculin skin test (TST) placed, and read prior to their appointment at OMS. TST testing must have been completed within 12 months of their proposed assignment with NIH. Students who will handle human blood and body fluids must receive the hepatitis B vaccine or sign a related declination form before starting work.

OMS cannot properly evaluate a student without the Documentation of Immunization form and the authorization for Treatment of a Minor, if the student is less than 18 years of age. Any student who presents to OMS without the required, completed forms will be instructed to reschedule their appointment. Please relay this to the student.

If you have any questions, or if you would like OMS to conduct an informational session for your staff, please call 301-496-4411.

James M. Schmitt, M.D., M.S.

Attachments: Memorandum to Student Workers
Documentation of Immunizations form
Authorization for Treatment of a Minor form
Safety Consent for Minors and related instructions