

Date: January 7, 2009  
To: Summer Program Coordinators  
From: Medical Director  
Occupational Medical Service, DOHS  
Subject: 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 Clinical Center patients (i.e., in the Ambulatory Care Research Facility or the 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:

1. Nonhuman primates,
2. Human and nonhuman primate blood, body fluids or tissues,
3. Human and nonhuman primate retroviruses,
4. Select agents,
5. Radioactive isotopes, or
6. 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** require a preplacement medical evaluation or an appointment with OMS.

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

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

In addition, any student who is not at least 18 years old and is expected to work with any of the agents listed (see: 1 through 6 above) must provide a completed and approved “Safety Consent for Minors” memorandum. A template for the memorandum and instructions for completing it are attached for your reference. The memorandum must be completed by the student’s proposed supervisor, signed by the student’s parent or guardian, and then approved by the Director, Division of Occupational Health and Safety, before the student receives a preplacement medical evaluation or starts work. The Director’s address is:

Director of the Division of Occupational Health and Safety  
13 South Drive  
Building 13, Room 3K04  
Bethesda, MD 20892

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 TST (tuberculin skin test) placed and read by their personal health care provider prior to their appointment at OMS. TST testing must have been completed within 12 months of their proposed assignment. 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 requires that the following forms be completed and provided by the student at the time of their preplacement medical evaluation:

1. The Documentation of Immunization form (all students).
2. The Authorization for Treatment of a Minor form (students who will not be 18 years old by their first day of work).
3. The Safety Consent for Minors memorandum (students under 18 years of age, who will work in a Biosafety Level 3 or 4 laboratory with any of the six agents listed above).

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 memorandum and related instructions