



# VCU

## Immunization Requirements and Monitoring Policy

### Policy Statement and Purpose

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The Liaison Committee on Medical Education (LCME) has established standards regarding the requirement of immunization status of students. The LCME requires institutions to define the process for determining the types of immunizations required of students, as well as have a process for tracking compliance with these requirements. To comply with these standards, the VCU SOM has established this policy, outlining the basis for determining required immunizations, as well as the process for ensuring compliance with the policy.

### Stakeholders

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The faculty, staff, and students of the VCU School of Medicine are responsible for knowing this standard operating procedure, its contents, and provisions.

### Definitions

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**VCU SOM:** Virginia Commonwealth University School of Medicine.

**LCME:** Liaison Committee on Medical Education. The group with authority to accredit medical education programs leading to the MD degree in the United States and Canada.

**OME:** Office of Medical Education.

**USHS:** University Student Health Services.

**CDC:** Centers for Disease Control and Prevention.

### Responsibilities

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**USHS:** The Office of VP for Health Science is responsible for establishing the required list of immunizations for all VCU SOM students. This list is assimilated using the CDC guidelines for immunizations recommended for health care providers. USHS is responsible for tracking student compliance with immunization requirements, placing non-compliant student accounts on immunization hold, and notifying the OME in instances where students have not yet demonstrated compliance.

**Students:** Students are responsible for complying with all immunization requirements as outlined by the USHS for the entirety of their enrollment at the VCU SOM.



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**OME:** The OME is responsible for reviewing the list of students who are non-compliant with immunization requirements that is received from USHS, and sending reminders to these individuals to promote compliance. In instances where students fail to demonstrate compliance after the reminder and are placed on hold by USHS, the OME is also responsible for notifying the student that the hold prohibits their attendance/participation in the curriculum.

## Procedures

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### Establishing Immunization Requirements

- USHS establishes all immunization requirements for VCU SOM students
  - The USHS utilizes current CDC guidelines for immunizations recommended for health care providers as the basis for determining the list of required immunizations

### Student Documentation of Immunization

- Students are responsible for ensuring compliance with all immunization requirements
  - Students are notified of required immunizations through the distribution of a pre-orientation checklist
    - This checklist includes deadlines for compliance, as well as additional information regarding required immunizations
- Students are required to comply with immunization requirements prior to matriculation into the VCU SOM
  - Students must submit the VCU Health Sciences Certificate of Immunization to indicate their immunization status by the deadline established in the pre-orientation checklist
- Students seeking exemption from required immunizations must submit an exemption request form to USHS
  - Exemption request forms may be obtained at USHS and should be submitted to the USHS immunization portal in advance of all required immunization deadlines established in the pre-orientation checklist

### Compliance Monitoring

- USHS will generate a report of all students who have been placed on an immunization hold because they failed to submit proper documentation of required immunizations, or receive an approved exemption, to the OME each semester
  - This documentation will include a list of student names only, and no other health information will be disclosed
- The OME will notify non-compliant students via email, reminding them of the requirements and establishing an extended deadline of two (2) weeks by which they must demonstrate compliance with the requirements

- Students who fail to meet the extended deadline of two (2) weeks will be prohibited from attending/participating in all clinical activities and clinical learning events
  - Students who have been removed from these learning events should notify the OME once they have provided the necessary documentation to USHS to resolve the immunization hold
  - The OME will verify the removal of the immunization hold from the student's account and notify the student once they are approved to return to their scheduled clinical activities and clinical learning events

## **Related Policies** \_\_\_\_\_

## **Review Cycle and Revision History** \_\_\_\_\_

The policy is reviewed and may be revised by the Curriculum Council as necessary, but at least every three years.

**Current Revision Approved: 03.23.2023**

## **Applicable Laws, Regulations & Standards** \_\_\_\_\_

LCME Standards for Accreditation of Medical Education Programs Leading to the MD Degree:

- LCME Standard 12, Element 7



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