

WVSOM IMMUNIZATION AND OTHER REQUIRED DOCUMENTATION REQUIREMENTS

Congratulations on your acceptance to WVSOM! We need you to provide us with several documents as well as a complete immunization record BEFORE you start school. Please pay careful attention to the “Before you start school” section below. **Failure to provide completed necessary documents may result in delays in starting classes.** If you have been accepted late (within 2 weeks of the start of school) then please contact Tamara Sharp (see her contact information in the last paragraph of this section).

During your enrollment at WVSOM you will be required to obtain and provide proof of additional vaccines as well as other trainings. See the “During your enrollment” section below.

You are required to electronically upload all immunization records and all other required documents before you start school and during your enrollment into the “Castlebranch” system BEFORE the required deadlines. Instructions on how to upload documents into Castlebranch may be found after you log in to the website at mycb.castlebranch.com. Once you log in you will have access to a detailed tutorial under the “Document Center” tab. You will also be sent an instructional email from Leah Stone. **Failure to meet deadlines during your enrollment at WVSOM will result in a report of unprofessional behavior being placed into your file and delays in starting clinical experiences and/or rotations.**

Any questions or concerns regarding immunizations, titers, CPR, OSHA/HIPPA should be directed to Tamara Sharp, LPN, email tsharp@osteo.wvsom.edu Phone 304-7647-6233.

BEFORE YOU START SCHOOL

You are required to provide all of the following and upload all of these documents electronically into the “Castlebranch” system BEFORE you start school. Instructions for how to upload documents into Castlebranch may be found after you log in to the website mycb.castlebranch.com. Once you log in you will have access to a detailed tutorial under the “Document Center” tab. You will also be sent an instructional email from Leah Stone.

- The WVSOM Immunization Form – this must be completed, signed by a physician, nurse practitioner, or physician’s assistant. Any documentation of contraindications to any vaccination(s) must be provided and uploaded into Castlebranch. The WVSOM Immunization Form can be found on page 5 of this document and/or you may also locate it within your Castlebranch account. The form cannot be electronically completed so you must print it out, complete it, and then upload the document. If you don't have a record of the previous vaccinations you've received, then you need to get MMR, Varicella, and Hepatitis B IgG titers drawn first. If your titers indicate immunity to a specific disease, you will not need to get vaccinated for that disease(s).
- Your ORIGINAL childhood immunization record (Yes, this is in addition to the WVSOM Immunization Form). This does not need a current signature from a physician, nurse practitioner, or physician’s assistant.

Continued on next page

BEFORE YOU START SCHOOL (continued)

- **Immune (IgG) antibody titers for the following** (this is required for proof of immunity and you must submit the actual lab report with the results and the reference range on the report). Your titers should be quantitative (have a numerical value with a reference range) and be IgG titers (DO NOT get IgM titers):
 - **Measles Mumps Rubella (MMR) antibody titer**
 - **Varicella antibody titer**
 - **Must have a QUANTITATIVE Hepatitis B surface antibody (Hbs AB IgG) titer.** A Qualitative titer WILL NOT be accepted. DO NOT get Hepatitis B antigen titers (Hep B Ag).
 - If one or more of your titers are negative please follow the directions in the “What to do if one or more of my titers is negative” section below. ***You will not be permitted to register for 2nd year medical school classes until all immunization requirements, including repeat vaccinations AND titer requirements are met.***
- **If you have a positive PPD then you must provide a copy of a negative chest x-ray or a negative TB Quantiferon Gold blood test.**
- **Health and Technical Standards Form** – signed and witnessed by a physician, nurse practitioner, or physician’s assistant and signed by you and signed by a witness. Generally anyone who can attest to your signature may serve as a witness, family members are NOT preferred. You may find this form on pages 6-14 of this document and/or you may also locate it within your Castlebranch account. The form cannot be electronically completed so you must print it out, complete it, and then upload the document.
- **Copy of your CPR Card** – this must be current, i.e. dated within one year. The CPR class must include Adult, Child, and Infant CPR/AED training. American Heart Association is preferred, but we will accept other CPR classes.
- **Copy of your health insurance card.** You must have health insurance during your entire enrollment at WVSOM. You will need to upload a copy of your insurance card before you start school and every year thereafter. Leah Stone will send an email to incoming students with more detailed information. If you have any questions regarding Health Insurance, please contact Leah Stone, email: lstone@osteo.wvsom.edu Phone: 304-647-6318
- **COVID Vaccinations.** If you have had your COVID vaccinations please upload them (the card they were recorded on) into Castlebranch. While these vaccines are not currently mandatory, they may become mandatory in the future.
- FYI – you will be required to obtain a flu shot yearly and complete HIPPA and OSHA training yearly. The first HIPPA and OSHA trainings occur during your orientation. You will receive certificates that you will need to upload into Castlebranch. See the “During your enrollment” section below for the required deadline(s).

What is a titer? Titers are blood tests that determine whether or not you are immune to a given disease. A quantitative serum titer is a titer with a numerical value that indicates your actual degree of immunity to a disease. The clinical sites at which you will be working require documented proof of immunity for Mumps, Measles, Rubella (MMR), Varicella, and Hepatitis Bin the form of quantitative titers. This means that for EACH OF THESE REQUIREMENTS, you must submit both documentation of vaccinations AND copies of the official laboratory printouts containing the numerical values of the titer.

WHAT TO DO IF ONE OR MORE OF MY TITERS IS NEGATIVE

If your titer is negative, it means that you are not immune and need to get vaccinated or re-vaccinated. You will need to get additional immunizations for that disease.

Measles, Mumps, and Rubella antibody titer.

If the MMR titer is negative: Then you need to repeat the 2 MMR vaccines, the 2 vaccinations should be given at least 1 month (30 days) apart.

Deadlines to have these uploaded into Castlebranch

- MMR #1 by **August 30th** during your first year of medical school
- MMR #2 by **October 30th** during your first year of medical school
- Documentation of the 2 MMR vaccines must be uploaded by **November 1st** of your first year of medical school
- Repeat Measles Mumps Rubella (MMR) IgG antibody titer needs to be drawn no sooner than 30 days after the 2nd MMR vaccine and uploaded by **February 1st** of your first year of medical school

Varicella antibody titer.

If your Varicella titer is negative: Then you need to repeat the 2 Varicella vaccines, the 2 vaccines should be given at least 1 month (30 days) apart.

Deadlines to have these uploaded into Castlebranch

- Varicella vaccine #1 by **August 30th** of your first year of medical school
- Varicella vaccine #2 by **October 30th** of your first year of medical school
- Documentation of the 2 Varicella vaccines must be uploaded by **November 1st** of your first year of medical school
- Repeat Varicella IgG antibody titer needs to be drawn no sooner than 30 days after the 2nd varicella vaccine and uploaded by **February 1st** of your first year of medical school

QUANTITATIVE Hepatitis B surface antibody titer.

If your Hepatitis B titer is negative: Then you need to repeat the 3 Hepatitis B vaccines. And, following the vaccines you need to have a repeat titer done. Follow the CDC vaccine schedule for repeating these vaccines.

Deadlines to have these uploaded into Castlebranch

- Hepatitis B vaccine #1 by **August 30th** of your first year of medical school
- Hepatitis B vaccine #2 by **October 30th** of your first year of medical school
- Hepatitis B vaccine #3 by **April 30th** of your first year of medical school
- Documentation of the 3 Hepatitis B vaccines must be uploaded by June 1st – this is the summer between your first and second year of medical school.
- Repeat QUANTITATIVE Hepatitis B surface antibody titer needs to be drawn no sooner than 30 days after the 3rd Hepatitis vaccine and uploaded by July 15th – this is the summer between your first and second year of medical school.

DURING YOUR ENROLLMENT

You are required to provide all of the following and upload all of these documents electronically into the “Castlebranch” system. ***Failure to meet the deadlines listed below will result in a report of unprofessional behavior being placed into your file and delays in starting clinical experiences and/or rotations.***

- **Flu vaccination** is required yearly or documentation of contraindication from further influenza immunization (this also must be provided yearly). Deadline to upload to Castlebranch every year is before **October 15th**.
- **COVID Vaccinations.** If you have had your COVID vaccinations please upload them (the card they were recorded on) into Castlebranch. While these vaccines are not currently mandatory, they may become mandatory in the future.
- **HIPPA Training** is required yearly. You need to complete training for awareness and compliance with the patient privacy regulations of the Health Insurance Portability and Accountability Act. Incoming first year students will complete this training during orientation. A certificate will be emailed to you following completion of a test. During years 2 – 4 you will complete the training and test in the EMedley system. You will receive a certificate. Deadline for uploading the certificate every year into Castlebranch is **August 31st**.
- **OSHA Training** is required yearly. You will be trained in standards for preventing transmission of blood borne pathogens and other infectious agents. Incoming first year students will complete this training during orientation. A certificate will be emailed to you following completion of a test. During years 2 – 4 you will complete the training in the EMedley system. You will receive a certificate. Deadline for uploading the certificate every year into Castlebranch is **August 31st**.
- **TB Testing.**
 - 2nd Year of Medical School: During your second year you will receive a two step (NOT a one step) PPD test on campus. If you have a positive PPD then you must provide a copy of a negative chest x-ray or a negative TB Quantiferon Gold blood test. The deadline to complete both the TB test AND chest x-ray or the TB Quantiferon Gold blood test (if needed) AND have it uploaded into Castlebranch is May 1st. ***Failure to meet this deadline will result in a delay in starting clinical rotations.***
 - 3rd year of medical school: You are required to get TB testing with a one step (NOT a two step) PPD or TB Quantiferon Gold blood test. You are responsible for getting these done by your primary care provider, the local health department or the Robert C. Byrd Clinic. The deadline to complete both the TB test AND chest x-ray or the TB Quantiferon Gold blood test (if needed) AND have it uploaded into Castlebranch is also May 1st of your 3rd of medical school.
- **N95 Mask Fit Testing.** Will be done here at WVSOM in the spring of your second year. This is the only information that DOES NOT need to be uploaded into Castlebranch. However, you need to keep this documentation as it will be requested by sites where you will be rotating in years 3 and 4.

West Virginia School of Osteopathic Medicine
Immunization Verification Form

Name: _____ Birthdate: ____/____/____

We require the following immunizations: MMR (2 doses); Hepatitis B (3 doses); Varicella (2 doses); Tetanus/diphtheria/pertussis (Tdap) (1 dose within 10 years); Polio (initial series and booster at age 4-6); PPD (The One-step Mantoux tuberculin skin test (TST) is required for initial skin testing.). If you have had COVID vaccinations please provide the dates on this form. The COVID vaccinations are not currently mandatory but may become mandatory in the future. This form must be completed, signed, and uploaded to Castlebranch before matriculation at WVSOM. You must also upload copies of your titer lab results for MMR, Varicella, and Hepatitis B to Castlebranch before matriculation. In addition to this form, a separate copy of your original immunization documentation must be uploaded to Castlebranch under the section with the corresponding vaccination name.

M.M.R. (Measles, Mumps, Rubella)

Vaccine #1 Date: ____/____/____

Vaccine #2 Date: ____/____/____

Hepatitis B

Vaccine #1 Date: ____/____/____

Vaccine #2 Date: ____/____/____

Vaccine #3 Date: ____/____/____

MMR, Varicella, and Hepatitis B titers are required in addition to this form. Titer lab results should be uploaded under the MMR Titer, Varicella Titer, and Hepatitis B Titer sections on Castlebranch.

Varicella (Chicken Pox)

Vaccine #1 Date: ____/____/____

Vaccine #2 Date: ____/____/____

Tdap (Tetanus-Diphtheria-Pertussis)

Vaccine Date: ____/____/____

Td (Tetanus-Diphtheria)

Vaccine Date: ____/____/____

Polio

Vaccine #1 Date: ____/____/____

Vaccine #2 Date: ____/____/____

Vaccine #3 Date: ____/____/____

COVID Vaccines

Vaccine #1 Date: ____/____/____

Vaccine #2 Date: ____/____/____

PPD [The one-step Mantoux Tuberculin Skin Test (TST) is required for initial skin testing.]

Test Date: ____/____/____ Results: _____

Date Read: ____/____/____ Reader: _____

Health Care Provider: _____ Date: ____/____/____

(Signature)