



## Frequently Asked Questions

---

Q: I have more rotations coming up at NRHS after this. What do I need to do to schedule my next one?

A: Fill out a new Rotation Request Form stating your new dates and new preceptor send to the GME Coordinator. They office will check for any expired documents and send info back to you ASAP.

Q: What if I can't meet the 2 week deadline on sending my documents?

A: Always, always, always be in communication with the GME coordinator if you think you won't meet a deadline. They will tell you what you need to do.

Q: Can I start sending the documents I do have while I wait on others to be completed?

A: NO. Please do not send documents in pieces. This slows down the process for all students.

Q: I need to change my dates, what should I do?

A: Fill out a new rotation request form with new dates and communicate with the GME Coordinator noting the change.

### **Affiliation Agreements**

Q: How do I find out if my school has an agreement with NRHS?

A: Contact the GME coordinator if you are unsure.

Q: My school doesn't have an affiliation agreement with NRHS, how do we obtain one?

A: Have a representative from you school contact the GME coordinator to request an affiliation agreement. The school will fill out their portion, make any changes necessary, and send back to NRHS for approval.

Q: Can I send the agreement to my school?

A: No. NRHS does not send any agreements to students. All correspondence regarding agreements is done though the university and NRHS.

### **Photo**

Q: Can I send a copy of my license, passport, school ID?



A: No. The photos are used to make your badges. We need a clean, clear, professional photo. White coat photos are always preferred but any headshot will work.

### **Letter of Good Standing**

Q: Will a transcript work in the event I can't get a letter from my school?

A: Yes

Q: Can my school send this to the GME office?

A: Yes

### **Liability Insurance**

Q: Will you take an expired copy until I get a renewed copy?

A: No. We cannot use an old copy, nor can we file it in our system.

### **MMR Vaccine**

Q: If I've had a history, does that count as verification?

A: No. The ONLY 2 things we will accept are 2 MMR vaccines or a positive MMR titer.

Q: I'm an employee (or previous employee). Can Employee Health send my records to you?

A: No. It is not HIPPA compliant. Call EE Health at 405-307-1773 and request your records then send them to the GME office.

Q: I'm a volunteer (or previous volunteer). Can Volunteer Services send my records to you?

A: No. It is not HIPPA compliant. Call Volunteer Services at 405-307-1788 and request your records then send them to the GME office.

### **Varicella Vaccine**

Q: If I've had a history, does that count as verification?

A: No. The ONLY 2 things we will accept are 2 Varicella vaccines or a positive Varicella titer.

Q: I'm a volunteer (or previous volunteer). Can Volunteer Services send my records to you?



A: No. It is not HIPPA compliant. Call Volunteer Services at 405-307-1788 and request your records then send them to the GME office.

### **TB Tests**

Q: I have 2 TB tests but one expires before my rotation ends. Is that acceptable?

A: No. You must have TWO TB tests **inclusive of your rotation.**

Q: Will a quantiferon be accepted?

A: Yes, absolutely. We recognize them for a year.

Q: I've had positive TB tests. Should I get another TB test or do something else?

A: Part 1: If you do NOT have record of your previous positive skin test, please have a new test done. If that test is positive, then you will take your records to the health department where they will send you for a chest x-ray. Once the chest x-ray is complete. you will return to the health department where you will obtain a letter of approval for public contact.

A: Part 2: If you DO have record of your past positive TB test you will need to get a current chest x-ray or present a record of one done within the past 90 days. You will also need to take your current chest x-ray report, along with your previous positive TB test result to the health department to get a letter of approval for public contact.

Q: I have a letter of approval for public contact from my primary care physician or health department. Is that acceptable documentation?

A: Yes, we can accept letters from your PCP or health department. These letters do not expire.

Q: Can I send you my chest x-ray?

A: Sure but we cannot clear you until we have the approval letter.

Q: Does NRHS conduct TB Tests?

A: Yes, but at a small cost. Health Promotions takes appointments. You can call them at 405-307-3172.

### **Criminal Background Check**

Q: Where can I get a background check?



A: Part One: If you have lived in another state within the past 7 years you must get a national check. SR&I is a good source but only contracts with some schools. You can google “national background check providers” and get one from any reliable source.

A: Part Two: If you have lived only in Oklahoma for the past 7 years you can obtain a background check from OSBI online or in person. If you go in person you will get your results while in the office.

Q: My background check expires before the end of my rotation. Do I need to get another one?

A: Yes. No exceptions unless you’d like to shorten the length of your rotation.

### **Drug Screen**

Q: Where can I get a drug Screen?

A: Any lab that does 10 panel drug screens is acceptable. Occupational Medicine in Norman is a great (affordable and quick) place to get this done. Their phone number is 405-360-6868.

Q: My drug screen expires before the end of my rotation. Do I need to get another one?

A: Yes. No exceptions unless you’d like to shorten the length of your rotation.

### **Preceptor Agreement**

Q: Does my preceptor need to sign this before I send it to the GME office?

A: Yes. We cannot file any incomplete documents.

Q: Does my preceptor need to sign the agreement before I start?

A: Yes. Our office needs to know that your preceptor agrees to supervise you.

### **BLS**

Q: Will ATLS or PALS be acceptable in place of my BLS?

A: No. You must have a valid BLS that is valid through your entire rotation.