

School Letterhead Required

Sample Attestation Letter for Students

This letter is to inform you that the students listed below are scheduled to complete clinical learning experiences at UT Southwestern Medical Center (UTSW) to fulfill requirements for the school's education program. The listed instructors and students have met all of the requirements listed in accordance with the Dallas-Fort Worth Hospital Council Foundation (DFWHCF) Regional Standards for Drug Screening, Background Checks and Immunizations (effective January 1, 2013) and the Educational Experience (Affiliation) Agreement between the School and UTSW.

All Non-US Citizen students have the necessary documentation to study in the United States.

I certify that all instructors and students listed have completed the following prior to the first day of arrival to UTSW and will not expire before the end of the clinical rotation:

- Criminal Background Check – Must be conducted by the School
- Professional and General Liability insurance coverage
 - o At least one million dollars (\$1,000,000) per occurrence and
 - o At least three million dollars (\$3,000,000) annual aggregate
- Healthcare Professional Ten (10) Panel Drug Screen [cocaine, amphetamines, barbiturates, benzodiazepines, marijuana, opiates, phencyclidine, propoxyphene, methadone, synthetic opiates]
- Maintain proof of immunity for:
 - o Two (2) MMR vaccinations or positive titers (rubeola/measles, mumps, rubella/German measles)
 - o Annual negative tuberculin (TB, TST or QFT) screen and/or negative CXR
 - If history of having TB or a positive TB screen, must show completed treatment or a negative chest X-ray within the past two years.
 - o Two (2) Varicella vaccines or positive titer
 - o TDaP vaccine/booster within past ten (10) years (tetanus, diphtheria & pertussis)
 - o Full Hepatitis B vaccine series and/or immunity to Hepatitis B
- Seasonal influenza (flu) vaccination received as recommended by CDC (www.CDC.gov)
 - o During flu season, October 1 through March 31.
 - o The following instructors/students declined vaccination:

1.
2. (etc.)
- Current Basic Life Support (BLS) for Healthcare Provider by American Heart Association (AHA).
- Dallas-Fort Worth Hospital Council Foundation (DFWHCF) Standard Hospital Orientation Packet
 - o Including HIPAA, OSHA and Infection Control training

Clinical Faculty:	Name:	Cell Phone:
Student Level		
Clinical Day(s)		
Clinical Hours		
Clinical Dates		
Assigned Unit(s)		
Student Names	1.	
	2. (etc.)	
Holidays		

Verification of the above information is on file at the school and can be accessed within one business day upon request by UT Southwestern Medical Center.

All students and instructors accompanying students at UTSW will complete a mandatory UTSW on-boarding program scheduled with the UTSW Education Department.

Name/Signature of School Official
(Principal, Dean, Program Coordinator—**NOT instructor**)
Contact information
(School name, address, phone/fax number, e-mail address, etc)

9/5/14