

Orientation Request Form: New Traveler

IF YOU ARE WORKING OFF-SITE AND NEED INFORMATION FROM THE MEDICAL RECORD ONLY, YOU DO NOT NEED TO COMPLETE THIS REQUEST FORM. EMAIL NETTRAIN@UABMC.EDU FOR INSTRUCTIONS.

COMPLETE THIS FORM ONLY IF YOU ARE COMING ON SITE

Name of Traveler:	Date:
Blazer ID:	Employed by:
Cell Phone #:	<input type="checkbox"/> School of Medicine <input type="checkbox"/> Other – Please specify –
Email address:	
Role Type (check one below) <input type="checkbox"/> Research Clinical – Full access to medical record – Must have license <input type="checkbox"/> Research Non-Clinical – Can propose orders, document and receive messages in the medical record <input type="checkbox"/> Non-Clinical – View Only in medical record	
Type of Work: <input type="checkbox"/> Research <input type="checkbox"/> Other Will you be measuring vital signs or performing venipuncture? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Personnel Officer – the person to be contacted should there be compliance issues. Do not list MD. Name: _____ Email address: _____ Phone number: _____	Do you have a license or certification? <i>(Required for Research Clinical)</i> <input type="checkbox"/> No <input type="checkbox"/> Yes Certification Type: _____ Expiration Date: _____ License # _____
Work Location(s) in Ambulatory Clinics -name of specific clinic in which you will be working: Name of Clinic: _____ Name of Supervisor in Clinic: _____	

INSTRUCTIONS FOR COMPLETING ORIENTATION REQUEST FORM

Failing to complete this form **completely**, will delay this process. Please email to medicinelearning@uabmc.edu and your orientation assignments will be assigned in the Medicine Learning System (MLS) after we receive and process this form.

TRAVELER BADGE REQUIRED – HOW TO OBTAIN IT

- As a traveler you will have up to 14 days to complete orientation assignments, however, you are encouraged to finish as quickly as possible.
- Do **NOT** enter the clinic area until you have completed your online orientation requirements. This includes clearance by Employee Health; follow instructions in your online assignments. Also, see document below regarding what to take with you to your visit.
- After you complete your online assignments, download and take the Department Orientation Checklist to the area where you will be working to complete. (Check due date on the learning system). Take the Ambulatory Services Standardized Checklist to the person in your area who best knows your skills.
- **Be sure to go into the learning system to attest that you have completed it by the due date**
- Email completed checklists to medicinelearning@uabmc.edu.
- After all requirements (exception: the Ambulatory Services Standardized Checklist which is due on date shown in the learning system), you will receive instructions via email including where to pick-up your Traveler's badge. ***Wearing this badge is evidence that you comply with requirements.*** The clinic manager is required to notify the HR Education Department if travelers do not obtain their badge within 30 days. Failure to comply with organizational or regulatory requirements can result in disciplinary action.

For Office Use Only

- Acquire traveler to HSF in Learning System. Place in Job Title of *UAHSF-*Traveler Clinical or *UAHSF-*Traveler Non Clinical
- If applicable, Primary Source License Verification and/or copy of proof of certification. Print to pdf and file in Individual folder under Orientation/Travelers
- Note: Proof of Employee Health compliance email (including flu) and completion of department and skills standard checklist must also be included in individual file.

Employee Health Visit

Things to Bring With You To Receive Your Traveler's Badge

- * MMR (Measles, Mumps, Rubella) (2 documented doses) or positive Rubeola Titer
- * Hepatitis B Vaccine (3 documented doses)
- * Hepatitis B Antibody Titer (showing immunity)
- * Varicella (Chicken-pox) Vaccine (2 documented doses), documented history of disease, or positive Varicella Titer
- * Tdap documented dose within last 10 years (required in some areas) (employee health will evaluate the need)
 - *If you are not current on the above vaccinations, Employee Health may provide the vaccine.*
- * COVID vaccine (documented doses per CDC card) (please bring a copy of your card to EH during your visit) (1 J&J, 2 Moderna or 2 Pfizer), or an official UAB COVID vaccine exemption (medical/disability/religious)
- * Flu Vaccine during Flu season (October 1st – March 31st) or an official UAB Flu vaccine exemption (medical/disability/religious)
- * Negative TB skin test or negative T-Spot/Quantiferon Gold within the last 3 months. (If you do not have current/recent TB clearance employee health can provide TB testing)
- * Allergies
- * Sensitivity to Latex?