**SLP Graduate Student Information and Requirements: Cohort 2022**

Hello, and welcome to the SLP master’s program in the School of Speech, Language, Hearing, and Occupational Sciences! We’re excited to have you on board!

Prior to the start of your program, particularly your clinical practicum experiences, each student must have the items below in place and documentation must be **UPLOADED** as per the instructions under each item.

## **Unless noted, complete prior to orientation:**

### **Immunization records/Documentation of immunity**

Upload evidence of immunization or titer documenting immunity in PDF form to the [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2). Please label your documents **LastName, FirstName-Immunizations** (if uploading more than one immunization document, please label accordingly by type and/or sequential numbers.)

**All students must provide** evidence of immunization or titer documentation **prior** to orientation.

Documentation of immunization or immunity to the following is required for work in our clinic and clinical externships and are **in addition** to the requirements for admittance to UM.

* TB test (One-step, two-step, or QuantiFERON.) Must be completed no more than 3 months prior to the start of fall semester and renewed annually.
  + Distance students- your TB documentation is due by the start of your first clinical rotation in summer 2023, **all** other items are due **prior** to orientation.
* TDAP: Tetanus updated within last ten years
* Hepatitis B (series of 3 vaccinations) **and** titer (evidence of past immunization) acceptable; if your Hepatitis B series is more than 10 years old you will need to get a booster and then a titer after one month
* MMR immunization or titer
* Varicella immunization or titer
* COVID-19 vaccinations (min. of two doses)\*

**\*COVID-19 Vaccinations**

* Our DeWit RiteCare Clinic on campus (where all first year students complete practicum) falls under the Centers for Medicare & Medicaid Services (CMS) Omnibus COVID-19 Health Care Staff Vaccination Interim Final Rule, dated November 5, 2021, which mandates that all Staff are vaccinated against the SARS-CoV-2 virus in order to mitigate the risk of staff and patients contracting and spreading COVID-19. As such, all staff must be fully vaccinated against the COVID-19 virus or have an approved religious or medical exemption to the vaccine unless otherwise exempted.
* Exemptions:
  + Students may seek a medical exemption from the vaccine mandate through the interactive process with Amy Capolupo, Director, Office of Disability Equity. Please contact her to setup an appointment. (amy.capolupo@mso.umt.edu)
  + Students may seek a religious exemption from the vaccine mandate through the interactive process with Sarah Swagger, Vice Provost for Student Success. (sarah.swager@mso.umt.edu)
* Please upload your proof of COVID-19 vaccination or approved exemption in PDF form to the [2022 Graduate Student Upload Bo](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2)x. Please label your documents using **LastName, FirstName-Vaccination\_ExemptionCOVID**
  + Please note, externship sites may have their own exemption process/policies and may not accept UM exemptions. Please reach out to Amanda Jackson to further discuss these items.

For any missing requirements, you may go to your local healthcare provider, public health clinic, or use [Curry Health Center](http://www.umt.edu/curry-health-center/) (student health on campus).

(Please note that there may be additional requirements for externship placements. You will be notified if this is the case, and it will be your responsibility to complete them prior to the externship placement.)

### **BLS for Healthcare Providers Training**

All students will be required to attend CPR training during orientation to ensure certification is current throughout the entirety of their graduate program. The Occupational Safety and Health Administration (OSHA) requires that CPR training contain an in-person skills training component; therefore, online-only trainings are not sufficient for our purposes.

**Students are responsible for completing a 90 minutes online Basic Life Support (BLS) training prior to orientation.** This training is $32.50 and is the responsibility of the student. Please follow [this link to complete mandatory online pre-training](https://elearning.heart.org/course/437).

During orientation, students will complete their hands-on training, and the School will pay for this component on behalf of students via program fees.

### **Documentation of Heath Insurance**

Upload evidence of health insurance coverage in PDF form to the [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2). Please label your document using **LastName, FirstName-HealthInsurance**. This can be a student policy or other provider.

### **Photo ID**

Acceptable forms of photo ID include a Federal or State Government issued identification (ex: driver's license), a passport, military ID, or other government issued photo ID.  Upload in PDF form to the [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2). Please label your documents using **LastName, FirstName-PhotoID**.

### **HIPAA Training**

Complete the Health Insurance Portability and Accountability Act training. To participate in the training:

1. Go to this site:  [**Collaborative Institutional Training Initiative**](https://www.citiprogram.org/)
2. Go to “register” on the top right-hand corner.
3. When prompted “select your organization affiliation” type in: University of Montana
4. Click on “Continue to Step 2”
5. Complete registration information.
   1. Email – please use your UM email
   2. Employee number – use your 790 number
   3. Select “Health Information Privacy and Security (HIPS)”
   4. On the “Step 7” page, go to Question #7 and click “Group 1: RiteCare Clinicians and Graduate Student Clinicians”
6. Save a PDF of your certificate of completion in PDF form and upload to the [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2). Please label your documents using **LastName, FirstName-HIPPA**.

### **Background Information Check**

Use Verified Credentials to complete your background check, as we will cover this cost for you from your SLHOS program fee. Do not use another provider.

1. Go to [**Verified Credential**](http://www.verifiedcredentials.com/log-in/)**s**
2. At the very top, enter this code: first box: **YYBHJ** second box: **92447**
3. Follow the steps to create an account and complete the background check process
4. When prompted you will select **Fall - 2022** (NOT Academic Year of 2022). If you are prompted to pay, you have selected the wrong session. Background checks are paid for through your SLHOS program tuition.
5. You will need to enter your Student ID number (790 Number) and date of birth
6. Background checks are sent to the department by Verified Credentials

### **25 Observation Hours**

Upload evidence of 25 observation hours in PDF form the [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2). Please label your documents using **LastName, FirstName-ObservationHours**. If you have any questions about this requirement, please reach out to Amanda Jackson (amanda.jackson@mso.umt.edu).

### **CALIPSO Accounts**

CALIPSO is an online documentation tool used to track your progress through the program and store your student requirements and clinical records, such as your immunizations and clinical practicum agreements. You will receive an email in August with an invitation to CALIPSO. Please look for this email at the beginning of August and complete your account set up. (CALIPSO accounts are paid for through your SLHOS program tuition.)

### **COVID-19 Training**

Upload evidence of World Health Organization (WHO) COVID-19 training in PDF form to the [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2). Please label your documents using **LastName, FirstName-COVID-19Training**

* To participate in the training go to [Six Ways to Protect Yourself from COVID-19](https://openwho.org/courses/eprotect-acute-respiratory-infections)
  + Course name: ePROTECT Respiratory Infections (EN)
* Enroll in this free course and complete registration information
* Must pass all quiz Modules at 80% or higher to obtain a record of achievement
* Save a PDF of your **record of achievement** and upload to the link provided above.

### **Acknowledgement of Risk**

Attached is the “College of Health Acknowledgement of Risk” document that all students need to review and initial/ sign prior to clinical placements; *both campus and distance students need to complete this at the start of their programs*, regardless of when their clinical placements begin. This greatly facilitates our record keeping, as we’ll potentially need everyone to acknowledge again in one year, depending on the landscape of COVID at that time. Please note that we will need to have this document on file *before* you are able to start clinical experiences.

* Upload completed document in PDF form to the [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2). Please label your documents using **LastName, FirstName-AcknowledgementOfRisk**

## **Additional requirements & information:**

### **Blood borne Pathogens Training**

Students will complete this clinical requirement in their Clinical Processes course (SLP 570).

### **Documentation of Liability Insurance**

The University of Montana provides liability coverage to students who are enrolled in a clinical course. However, some externship sites may require **additional** liability insurance which can be purchased **at student expense** through [**Mercer**](http://www.slhadvisor.com/), an ASHA/NSSHLA affiliate. You will be notified if you need this prior to any externship placement.

### **Printing and laminating**

You will have access to a printer and laminator for use in the SLHOS department. Printing and laminating of clinical materials is covered by your SLHOS program fee, though these are shared resources and subject to availability. We will review guidelines for usage at orientation.

## **Griz Card**

As a new student, you should submit a photo for your student ID, the Griz Card, [online](https://www.umt.edu/griz-card/get-your-griz-card/online_photo_submission/default.php) prior to arriving on campus and/or visiting the Griz Card Center. The Griz Card is used to access many services and resources on campus, including Campus Recreation, exterior entries to buildings, athletic events, and optional dining plans and accounts. If you submit your photo a minimum of 2 days in advance of orientation, [you can pick up your card at the Griz Card Center in the UC](https://www.umt.edu/griz-card/get-your-griz-card/pick_up_griz_card.php) during orientation. If you would like to get your card sooner, the Griz Card Center is issuing cards this summer from 10am-4pm Monday-Friday. We encourage you to submit your photo now. Please contact the Griz Card Center at [grizcard@umontana.edu](mailto:grizcard@umontana.edu) or 243-6943 if you have any questions or concerns.

### **Housing flexibility and program prioritization**

The structure of the SLP master’s program requires a significant commitment of time as well as a commitment to flexibility. While you are enrolled in the program, program requirements should be prioritized.

Your presence is required in all academic and clinical activities throughout your program, including summers. For the duration of your program, vacations and other absences must be planned around your coursework and clinical load. Clinical rotations often cannot accommodate prolonged absences such as a vacation. They are not possible to make up and absence may delay your graduation.

Additionally, like most clinical programs, we are not always able to accommodate all local placement requests. We strongly recommend that students, when possible, be prepared for placement in other communities.

We do our best to accommodate everyone’s preferred placements. Our goal is to provide all students with breadth and depth in their clinical experiences to ensure they are well prepared for licensure, certification, and professional practice. At times, this might involve relocation. We work closely with the students when making placement decisions.

In order to allow for placement flexibility, consider housing that caters to students ([UM Student Housing,](http://www.umt.edu/housing/) [Roam](https://liveatroam.com/), [The Sawyer](https://sawyerliving.com/?gclid=Cj0KCQjw_r3nBRDxARIsAJljleHtLhPUs-6bbZyj5339dzw9-B1Ucsp1BhqCklvuY0aC6nY1Lepz2b4aAnSsEALw_wcB)) and may offer shorter leases (9 months) that allow you to relocate your first summer if you are placed in an externship rather than our on-site clinic. You may also be able to negotiate a 9-month lease with other landlords if you do so up front. UM Student Housing is a good option for distance students who come to campus for summer intensives.

## **Up next!**

Registration information and orientation schedule

By the second week of July, you will receive your registration information. By the first week of August, you will receive the orientation schedule. Make sure you save the dates now: August 22rd-25th. **ALL** students are required to attend orientation in person. Professor Jackson will be reaching out to you individually to set up your personal advising appointments. [Fall semester begins](https://www.umt.edu/provost/academiccalendar/2021-22_AcademicCalendar.php) on Monday, August 29, 2022.

We are excited to get to know you and are looking forward to your experience in this innovative and creative program.

Sincerely,

**Dr. Catherine Off, PhD., CCC-SLP**|SLP Program Director

**Dr. Ginger Collins, PhD., CCC-SLP**|Program Director

**Leah Meloy, MS, CCC-SLP**|Clinic Director

**Amanda Jackson, MS, CCC-SLP**|Clinical Externship Coordinator and Graduate Advising

**Wallace Wilder**|Grant Coordinator

**SLP Graduate Student Information and Requirements: Cohort 2020**

## At-a-Glance

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| --- | --- | --- | --- | --- | --- |
| Checkmark | Item | Date | To Whom | File Label | Format |
|  | \*Immunization Records/Documentation of Immunity (p. 1) | Prior to Orientation | [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2) | **LastName, FirstName-Immunizations** (if more than one immunization document, please label accordingly with type.) | PDF |
|  | Documentation of COVID-19 Vaccination or approved UM exemption (p. 1-2) | Prior to Orientation | [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2) | **LastName, FirstName-VaccinationCOVID** | PDF |
|  | BLS/CPR Training (p.2) | Complete online portion prior to orientation and “Skills Check” completed during orientation | Will be uploaded after orientation | N/A | N/A |
|  | Documentation of Health Insurance (p.2) | Prior to Orientation | [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2) | **LastName, FirstName-HealthInsurance** | PDF |
|  | Photo ID (p. 2) | Prior to Orientation | [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2) | **LastName, FirstName-PhotoID** | PDF |
|  | HIPAA Training (p. 2) | Prior to Orientation | [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2) | **LastName, FirstName-HIPPA** | PDF |
|  | Background Check Information (p. 3) | Prior to Orientation | Sent directly to the department by Verified Credentials | N/A | N/A: Generated by Verified Credentials |
|  | 25 Observation Hours (p.3) | Prior to Orientation | [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2) | **LastName, FirstName-ObservationHours** | PDF |
|  | CALIPSO account (p. 3) | Prior to Orientation | N/A | N/A | N/A |
|  | COVID-19 Training (p. 3) | Prior to Orientation | [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2) | **LastName, FirstName-COVID-19Training** | PDF |
|  | Acknowledgement of Risk (p. 3) | Prior to Orientation-form attached to email | [2022 Graduate Student Upload Box](https://umt.app.box.com/f/e11071535dfa46f487038ae9afff87b2) | **LastName, FirstName-AcknowledgementOfRisk** | PDF |
|  | Blood borne Pathogens Training (p. 3) | SLP 570 | N/A | N/A | N/A |
|  | Documentation of Liability Insurance (p. 3) | As Needed | N/A | N/A | N/A |
|  | Griz Card (p.4) | If needed, complete online process prior to orientation | N/A | N/A | N/A |