Clemson University Medical Surveillance Program (MSP) Forms

Clemson University Medical Surveillance Program is available at no cost to all affiliates, employees and students who are potentially exposed to occupational hazards. Your supervisor will enroll you in SciShield and based on your job activities, SciShield will generate triggers for various components of Medical Surveillance.

To review your requirements, click on "My Account" and "My Profile" on the left side of the SciShield screen:
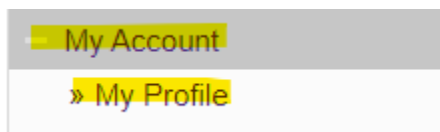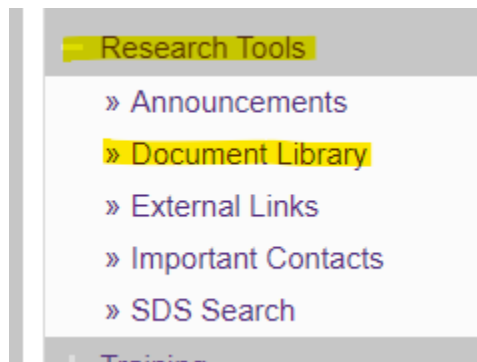

From there, you can access your "Medical Surveillance" tab:
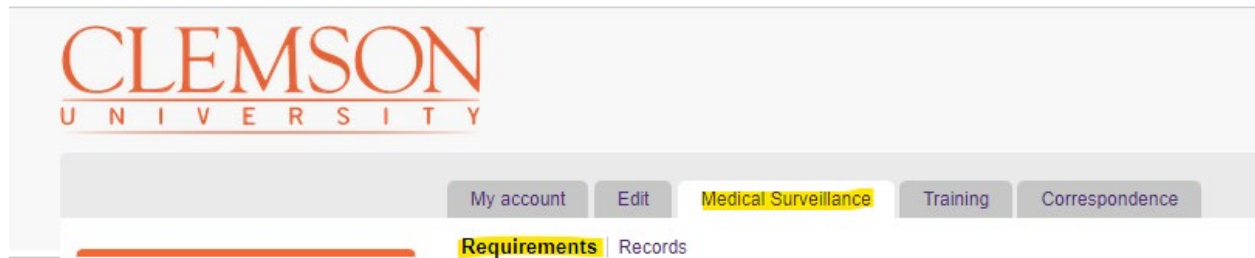
Your specific requirements, based on your job activities, are listed below. Visit the corresponding document in the Document Library to download the appropriate PDF form to complete the requirement.

"Document Library" can be found on the left side menu under "Research Tools":

Types of Medical Surveillance Requirements:

- **Medical Surveillance Enrollment Form:** Required annually for those performing work in a medical or clinical laboratory environment; conducting work that requires a respiratory; works in an area requiring hearing protection; works with materials that require a respirator; contact with blood, bodily fluids or wastewater samples; works with Biosafety Level 2 Materials; works with human materials; works with Biosafety Level 2+ Materials. *In the event an individual wishes to decline Medical Surveillance, they may submit the MSP Declination Form, found in the "Document Library".*
  - **Hepatitis B Immunization:** Required one time only for those in contact with blood, bodily fluids, or wastewater samples; working with human materials; performing work in a medical or clinical laboratory environment. *In the event an individual wishes to decline hepatitis B vaccine, they may submit the Hepatitis B Declination Form, found in the "Document Library".*
    - The purpose of this requirement is to ensure that the enrollee has had the hepatitis B series to protect them from the hepatitis B virus.
  - **Immunization Record:** Required one time only for those exposed to animal source materials; performing procedures with animals requiring aseptic technique; working with vertebrate animals; working with vertebrate animals in a research or teaching facility; working with animals that require Biosafety Level 2 containment; working with biological materials; working with Biosafety Level 2 materials; contact with blood, bodily fluids, or wastewater samples; generates or has the potential to generate biohazard waste; works with human materials; performs work in a medical or clinical laboratory environment; uses personal protective equipment (PPE) in a non-lab context.
    - The purpose of this requirement is to ensure that the participant has had required immunizations to protect them from hazards they may encounter in their workplace (e.g. hepatitis B vaccine, tetanus or Tdap, or rabies vaccine).
  - **Respiratory Protection – Medical Clearance Form:** Required every five years for those who conduct work that requires a respirator, works with materials that require a respiratory, performs pesticide or herbicide application. This form is reviewed to determine eligibility for respirator fit testing.
    - The purpose of this requirement is to ensure those that need respirator fit testing are able to undergo fit testing for respirator selection.

- o **Audiometric Testing:** Required annually for those who work in an area requiring hearing testing.
    - ▪ The purpose of this requirement is to prevent permanent noise-induced hearing loss resulting from on-the-job noise exposure. Employees will submit annual audiology testing results to the Medical Surveillance Program to review and ensure there is no hearing loss occurring.
- o **Tuberculosis Screening Form**: Required annual for specific groups on campus who are at higher risk for contracting tuberculosis. These groups include medical facilities and emergency services.
    - ▪ The purpose of this requirement is to assess an enrollees risk factors for tuberculosis.

Instructions for submitting these forms:

- Download the form from SciShield "Document Library" and open in Adobe
- Complete all fields of the form and then sign and date it.
- Save the file to your computer.
- Email your forms to the secure email address, ClemsonMSP@clemson.edu.
- Clemson Rural Health will review these forms in 48-72 business hours and notify you through the SciShield platform.

To confirm that your documents have been reviewed, you can login to SciShield and click on "My Account", "My Profile", and "Medical Surveillance" to view your Status and Next Due Date.
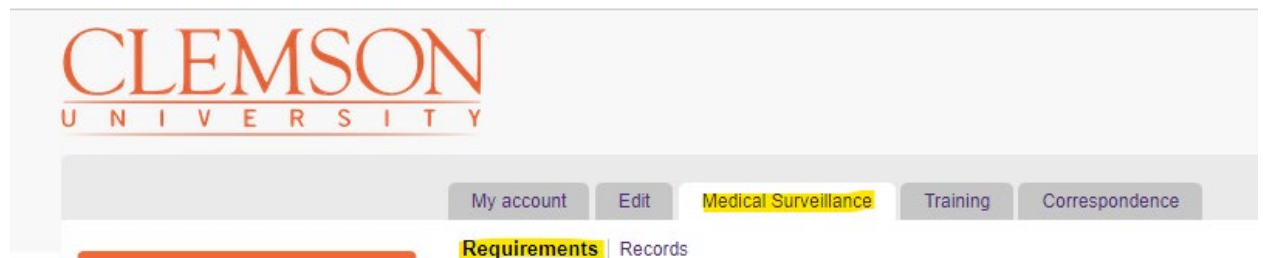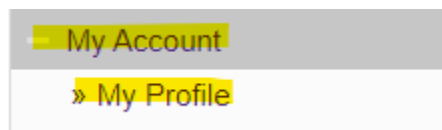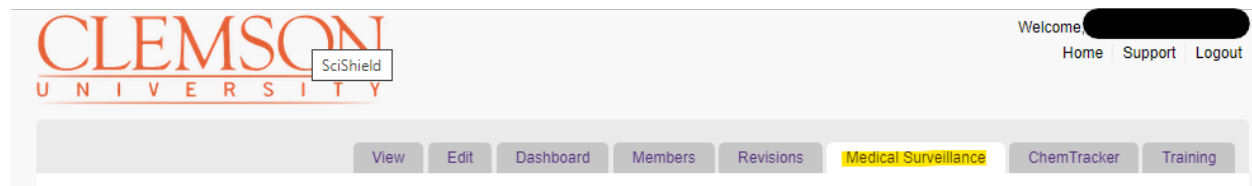
Supervisors: You may review enrollee completion/non completion dates in SciShield.

Login to SciShield at https://clemson.bioraft.com/ using your CU Username and Password.

Under your department or lab, click on "Medical Surveillance" Tab:

Under "Medical Surveillance Requirements", you will have the option to review by Service Type, Status, User, and Next Due Date:
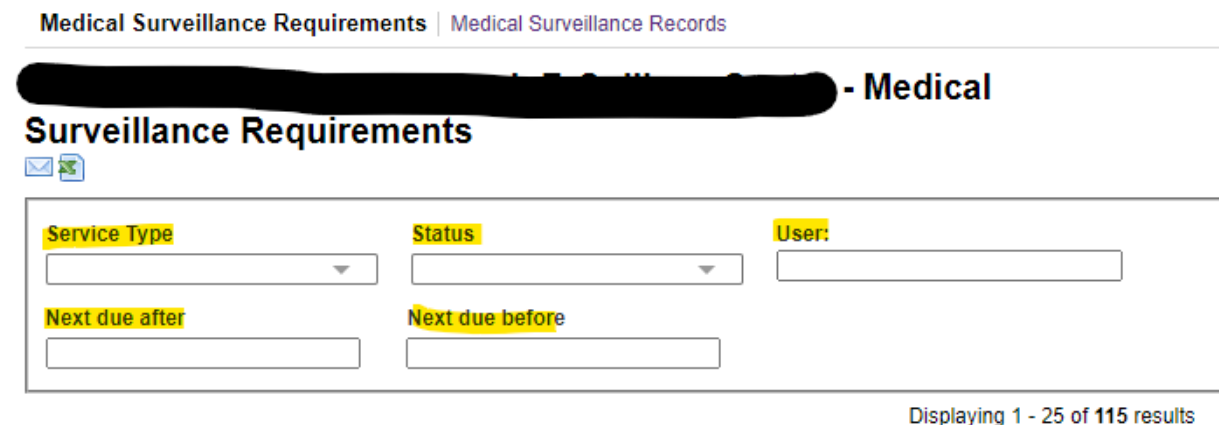
- To view those who have completed a Medical Surveillance Requirement, set the Service Type you are looking for and Status "Complete".
- To view those who have not completed Medical Surveillance Requirement, set the Service Type you are looking for and Status "Not Completed".

Your employees can find forms associated with each requirement by clicking on "Research Tools" and "Document Library". They should download these forms and complete in their entirety, then submit to ClemsonMSP@clemson.edu for processing. Please allow 48-72 business hours for the MSP Nurse to review submissions and update SciShield. The MSP Nurse will send a message to the employee through SciShield notifying them when their forms have been processed.

CLEMSON RURAL HEALTH

- Research Tools
  - » Announcements
  - » Document Library
  - » External Links
  - » Important Contacts
  - » SDS Search