Welcome, OTD Class of 2025!

Hello, and welcome OTD Class of 2025! As part of your education journey here at KGI, you will be completing several experiential learning rotations including fieldwork and capstone. Part of these experiences will include the establishment of an Exxat Student Profile and management of all student health and experiential education requirements through this database. Below are the expectations for setting up and managing your Exxat STEPS student health profile as well as the student requirements for experiential learning. Please also be on the lookout for additional information that will be sent via your KGI student email.

The first step of your experiential learning will be to establish a student account and profile in Exxat STEPS. Students can expect an email from Exxat on or around July 1st, 2022 with instruction on how to login to your student account and information on how to begin uploading the required student documentation. All documents uploaded to the Exxat STEPS program will be professionally verified and approved prior to being shown in the student profile.

The videos and instruction guides below are available to help students with the Exxat STEPS program:

- STEPS Orientation video for new students
- My profile video for students
- How to fill profile - Instruction guide
- How to upload documents - Instruction guide

It is extremely important that you are and remain compliant with all requirements in Exxat. Students should never let requirements expire. Students who let their requirements lapse/expire will not be allowed to participate in their fieldwork and/or capstone rotations which will lead to an inability to complete their program. Exxat will regularly send out reminders to all students beginning 60 days prior to the date of any document expiration.

**Background Check and Drug Screen**

In addition to uploading all required health documentation, OTD students must purchase a background check and drug screen upon entry in the program in order to be cleared to start fieldwork in the Fall. Background check and drug screen packages must be purchased annually and are the responsibility of the student. Packages must be ordered through Universal Backgrounds and will be available for students to purchase in Exxat in mid-July.

*Conviction of a felony offense or other serious offense may result in denial from a clinical placement and may affect standing in the program. Moreover, a felony offense may impact your ability to take the certification exam or obtain state licensure.*

*Please note, students may be required to purchase additional background check requirements (e.g. Fingerprinting, LiveScan) and drug screens at the request of their fieldwork site.*
Student Health Requirements to be Uploaded to Exxat

Entrance Personal Health History/Medical Examination Report Form

Use the form: KGI Physical Exam 22-23 and upload a signed copy of pages 4-6 of the form under “Physical Exam Form”

CPR Certification

“BLS for Healthcare Providers” will be coordinated by KGI. Students will receive an email with training date, time, and location.

HIPAA/OSHA Training

"HIPAA Fundamentals for Healthcare Providers" and "Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standards: What You Need to Know" certification will be completed during OCTH 6150 in the Fall trimester through occupationaltherapy.com. Instructions for accessing and completing these requirements will be discussed at the beginning of the course. Certificates expire one year after completion date and will be required to be updated annually.

Health Insurance

All students are required to carry major medical insurance to provide supplemental coverage in the event of an acute injury or illness requiring hospitalization. A Student Health Insurance Plan (SHIP) is available to students attending TCC. International students are required to purchase the Student Health Insurance Plan (SHIP). Please contact your Dean of Students’ Office for brochures and plan information.

Immunizations

- COVID – up-to-date on series
- Influenza vaccine – must complete vaccine no later than 10/31
- Hepatitis B (HBV) - 3 dose series or positive titer with lab report
- Measles, Mumps, and Rubella (MMR) - two dose series or positive titer with lab report
- Meningococcal Conjugate (MCV4) and booster dose at or after age 16
- Primary series of Tetanus, Diphtheria, Pertussis and Tdap booster within the last 10 years
- Tuberculosis – Negative TB skin test, CXR, or Quantiferon blood test
- Varicella Zoster (VZV) - 2 dose series or date of disease *Please note some fieldwork/capstone sites may not accept disease date and the vaccine series/titer may be required.

If you cannot locate your immunization records, you have two options:
  o You can be re-immunized.
  o You can have a blood test to determine immunity for HBV, MMR, and VZV. If the blood test indicates you are not immune to HBV, MMR, or VZV you will have to be re-immunized.
Important Immunization Information:

DO NOT procrastinate updating your immunizations. The timeframes for completing some of the vaccine series can take several months. See below:

- Dosages and schedules for Hepatitis B vaccines vary depending on manufacture and vaccine. Timeframe to complete series is typically 6 months and an additional 6-8 weeks to draw titer.
- Timeframe to complete varicella two-dose vaccine series is typically four weeks (2 doses of varicella vaccine 28 days apart) and an additional 6-8 weeks to draw titer.
- Timeframe to complete MMR two-dose vaccine series is typically four weeks (2 doses of MMR vaccine 28 days apart) and an additional 6-8 weeks to draw titer.

OTD Student Health Documentation MUST be uploaded to Exxat STEPS no later than September 16, 2022 with the exception of the current year’s flu shot due by October 31, 2022.

Once again, welcome to the inaugural KGI OTD cohort, class of 2025! We are so excited to start this journey with you and look forward to seeing you this August at your Academic Prologue.

If you have any questions about the requested documentation or timelines, please contact Dr. Rachelle Murphy, OTD Academic Fieldwork Coordinator at rmurphy@kgi.edu or 909-607-2118.

Warmly,

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