

Exemption/Extension Request for Clinical Requirements

Students unable to receive vaccinations/meet other health requirements due to temporary or permanent reasons may request waivers or extensions, which may be approved or denied by clinical facilities. The College will make a reasonable attempt to find alternate clinical placements for students seeking waivers or extensions, but it is at the discretion of clinical sites whether students are permitted to participate in clinical experiences. **Waivers/Extensions are subject to approval by each clinical or practicum site each semester. If waivers/extensions are denied, it will prevent placement in clinical experiences and progression in the academic program.**

Requests for an extension/waiver and required documentation must be submitted no later than two weeks prior to the due date, or processing delays could cause the student to miss clinical rotations.

INFLUENZA EXEMPTION REQUEST

Contact janice.bernard@mercycollege.edu in September to request the *Influenza Vaccination Exemption Request* for current flu season. The form is updated annually and must be requested each flu season. Continue with steps below.

EXTENSION AND WAIVER REQUESTS

1. Obtain dated/signed Provider's note (on letterhead or prescription pad). NOTE MUST INCLUDE:
 - a. Vaccination(s)/requirement student is unable to complete
 - b. Reason (i.e., pregnancy, documented history of allergy, etc.) *Egg allergy is not an approved exemption if the egg-free version of the vaccine is available.*
 - c. Specific date when student can receive the vaccination/meet requirement, or Provider's recommendation that the restriction is permanent
2. Email Provider's note and *Influenza Vaccination Exemption Request*, if applicable) to janice.bernard@mercycollege.edu with request for exemption OR extension of due date.
3. Clinical Compliance Coordinator will review the information and request clarification or additional information, if necessary. The *Waiver for Exemption/Extension Requests* will be emailed to student. Completed form must be returned to janice.bernard@mercycollege.edu.
4. **Approval is not automatic.** Student's request will be shared with the program administrator, who will make a reasonable attempt to find clinical placement for the student. The program administrator will communicate with student whether a clinical site can accommodate the request. If approved, the requirement(s) in student's CastleBranch account will be updated. **Waivers/Extensions are subject to approval by each clinical or practicum site each semester.**

NOTES:

- If student has not been released by his/her Provider to receive the vaccination(s)/meet requirement by the extended due date, an updated Provider's note with a new date must be emailed to janice.bernard@mercycollege.edu.
- *Influenza Vaccination Exemption Requests* must be completed each flu season, but the Provider's note only needs to be submitted with the **first** request.

Office: Compliance and Risk Management

Date: 6/15/21

Information: for all clinical students