

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Immunization Management		SOP #: SA.022.02
Effective Date	06.25.2019	
Last Revision/Review	05.10.2023	

1. Purpose

To outline and define the processes regarding creation and maintenance of student immunization records by the Office of Student Affairs.

2. Related Policy/Authority

B9080 Immunization Requirements

3. Faculty/Staff Responsibilities

Office of Student Affairs

4. Definitions/Abbreviations

5. Procedural Steps

1.1 The Office of Student Affairs maintains student immunization records utilizing three formats:

- a. Castlebranch: Each student is required to order the Immunization Tracker, where students will submit all necessary documents prior to matriculation and necessary renewals after that. Student Affairs actively monitors submission of documents and status of student compliance.
- b. PDF Files: Student Immunization documents are saved as PDF files in the Confidential Files Drive (T:) under "Immunization-Backup Copies" in a folder designated for that student's graduation year ("DO 2022"). All filenames are the "Last Name First Name" format.
- c. Physical Copy: Any sensitive documents submitted to Student Affairs physically in-person or via mail, are filed by Class in a locked filing cabinet, located in the Office of Student Affairs
- d. All required immunization documents are to be submitted via Burrell's Castlebranch portal.

2.1 Documentation Management

- a. The Office of Student Affairs maintains a record of student immunizations in three ways:
 - i. Each student's Castlebranch account
 - ii. Digital-Shared Drive:
 1. If a new or current Burrell student submits physical documentation, the Office of Student Affairs will scan the provided documents into PDF format and hand the original copies back to the student, if present. If a new or current Burrell student submits documentation in PDF or Image format attached to an email, the Office of Student Affairs will save the file in PDF format and reply to the student acknowledging receipt.

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2. Addendum to existing files: when new or current Burrell student submits supplemental documentation to be added to their existing PDF file, it is converted to PDF added as addendum pages at the end of the original PDF document.
- iii. Digital-New Innovations
 1. For OMS-II students who are currently completing on-boarding requirements for clinical rotations, or for any current OMS-III or OMS-IV students, a digital record of their immunizations is also located in an online database, New Innovations. Prior to OMS-III, an upload of immunization data is done for each student. However, when additional updated are submitted by students, Student Affairs is responsible for updating the Immunization data under Personnel Record→Demographics for each student.
 2. In addition to updating the data, Student Affairs will also delete the currently uploaded PDF Immunization file on the student's personnel record, and upload the most recently updated file.

3.1 Student Compliance

- a. The Office of Student Affairs routinely verifies the compliance status of student immunizations.
- b. Within 20 days of a student's immunization item expiring or becoming due, Castlebranch will send an email notification to the student. Reminders are sent by Castlebranch periodically after that.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Designed and implemented by Executive Director of Student Affairs, Associate Director of Student Affairs.

8. Signature

Signature on File

05.11.2023

Department Head of Student Affairs

Date

9. Distribution List

Internal/External

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10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
01.22.2021	2,5	Revised resource link and immunization record maintenance based on the utilization of Castlebranch		1.22.2021
05.11.2023	2.1	Removing redundancy; Title updates		5.11.2023