



Date: January 2024

To: Summer Program Coordinators

From: Medical Director, Occupational Medical Service (OMS)

Subject: Pre-placement Medical Evaluations for Summer Students

Summer Students are required to have a pre-placement medical evaluation in OMS, if they work:

- In Building 10 (All areas)
- With patients (i.e., have any patient contact or work in patient care areas)
- With human blood, body fluids, or tissues
- With human pathogens (infectious agents)
- With select carcinogens, reproductive toxins, or acutely toxic chemicals, or
- With animals

Students who will work elsewhere at NIH do not require a preplacement medical evaluation.

Please note that students must be at least 18 years old to work with:

- Nonhuman primates
- Human and nonhuman primate body fluids or tissues,
- Select agents,
- Radioactive isotopes, or
- Select carcinogens, reproductive toxins or acutely toxic chemicals as outlined in the NIH Chemical Hygiene Plan.

All students under the age of 18 are required to submit an authorization for treatment of a minor form.

Please complete a **Summer Student Clearance form** for each student needing a pre-placement evaluation and forward it to OMS. Please provide students who need a pre-placement medical evaluation with copies of the documents below:

1. Memorandum to Summer Students
2. Documentation of Immunizations form
3. Authorization for Treatment of a Minor (if student is under age 18)

The student must have their pre-placement medical evaluation completed by **July 1st**, or no later than two weeks after their start date. Please instruct the student to return the **Documentation of Immunizations form** and **Authorization for Treatment of a Minor** (if applicable) directly to OMS, not to their I/C since the forms contain personal identifiable information and protected health information. When we receive both the Summer Student Clearance form from the I/C and the required form(s) from the student, OMS will contact the student to make an appointment for their pre-placement physical.

If you have any questions, or if you would like OMS to conduct an informational session for your staff, please call 301-496-4411.

Best regards,

Michael R. Bell MD, MPH

Director, OMS