

POLICY: Compliance Requirements and Monitoring

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/ DEPARTMENT/COMMITTEE
March 14, 2025	March 14, 2025	Curriculum Committee Office of Student Affairs

POLICY STATEMENT

Medical students must meet certain requirements to matriculate and maintain enrollment status annually. The requirements are summarized in the table below. Students must stay up to date with all compliance requirements, including immunizations, at all times.

MATRICULATION AND RETENTION REQUIREMENTS					
Requirement	Pre- Matriculation	Year 1	Year 2	Year 3	Year 4
Level I and II Criminal Background Check*	X		X	X	X
Volunteer & Employee Criminal History System Waiver**	X				
10-Panel Drug Test	X		X	X	X
Tuberculosis Screening	X		X	X	X
Flu Vaccine		X	X	X	X
Health Insurance		X	X	X	X
Disability Insurance	X		X	X	X
N-95 Respirator Mask Fit Test	X		X	X	X
BLS Certification	X			X	
Immunizations (MMR, Hepatitis B, Tdap, Polio, Varicella, & Meningitis)	X		X	X	X
Medical History and Physical Examination*	X				
Technical Standards/Mistreatment Policy Attestation	X		X	X	X
Online Sexual Assault Prevention Training	X				
HIPAA and OSHA	X		X	X	X

*Additional testing may be required by HWCOM or its clinical affiliates.

**Allows the Office of Student Affairs to manage students' background check requirements.

SCOPE

This policy applies to all medical students.

REASON FOR POLICY

This policy ensures prospective and enrolled HWCOM students fulfill compliance requirements.

This policy relates to LCME Element 12.7 which states that “A medical school follows accepted guidelines in determining immunization requirements for its medical students and monitors students’ compliance with those requirements.”

DEFINITIONS

TERM	DEFINITIONS
N/A	N/A

RESPONSIBLE PARTIES

Associate Dean for Student Affairs
Director of Compliance, Office of Student Affairs

RELATED RESOURCES

Centers for Disease Control and Prevention (CDC)
Board of Governors Regulation 6.007 Vaccinations Against Meningococcal Meningitis and Hepatitis B
Procedure, Compliance Requirements and Monitoring

CONTACTS

Questions about this policy should be directed towards the Director of Compliance, Office of Student Affairs.

POLICY HISTORY

Initial Effective Date: March 14, 2025

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): March 14, 2025

PROCEDURE: Compliance Requirements and Monitoring

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PROCEDURE STATEMENT

Notification of Requirements. Prematriculated students receive onboarding information that lists all prematriculation compliance requirements and forms. Currently enrolled students are notified of annual compliance requirements prior to promotion to each subsequent year of study.

Monitoring Compliance. The Office of Student Affairs Compliance department monitors student compliance with all items on an ongoing basis. Failure to complete and submit required compliance documents can result in a hold being placed on the student's registration, removal from courses and/or clinical rotations, and/or a professionalism report.