



OCCUPATIONAL HEALTH PROGRAM

MEDICAL SURVEILLANCE PROGRAM (MSP) ENROLLMENT AND REQUIREMENTS OVERVIEW

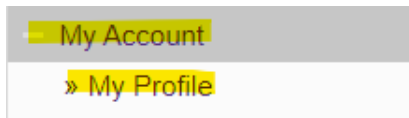
Clemson University employees, students and select affiliates who are potentially exposed to occupational and environmental hazards will enroll in the OHP's Medical Surveillance Program (MSP) at no cost through [SciShield](#).

Supervisors, researchers or course instructors are responsible for registering their team members or students in SciShield and selecting the job activities of the team members. Specific job duties or course elements that require medical surveillance will trigger an MSP enrollment requirement within SciShield to be completed by the employee, student, or select affiliate.

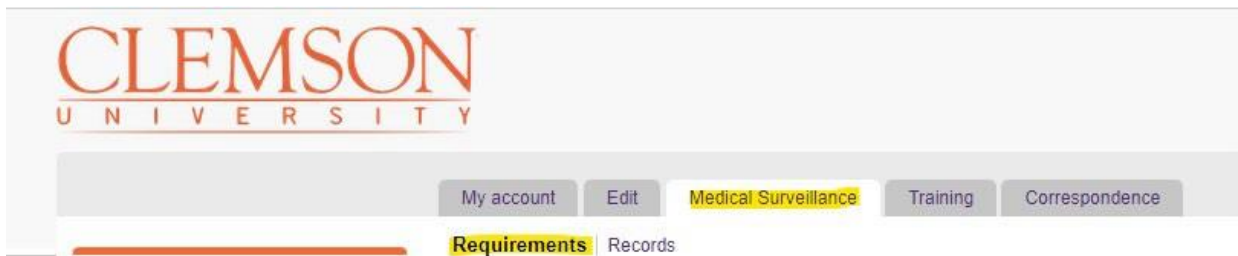
VIEWING YOUR MSP REQUIREMENTS:

To review your requirements, log into [SciShield](#) with your CU username and password.

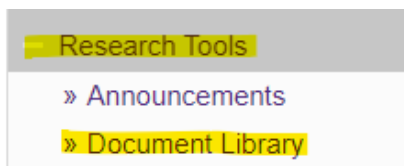
Click on "My Account" and "My Profile" on the left side of the screen:



Select the "Medical Surveillance" tab to view your specific requirements, based on your job activities:



Click on "Research Tools" and "Document Library" on the left side of the screen to download the needed forms to complete your enrollment.

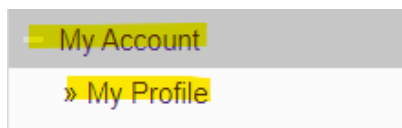


INSTRUCTIONS FOR MSP ENROLLMENT:

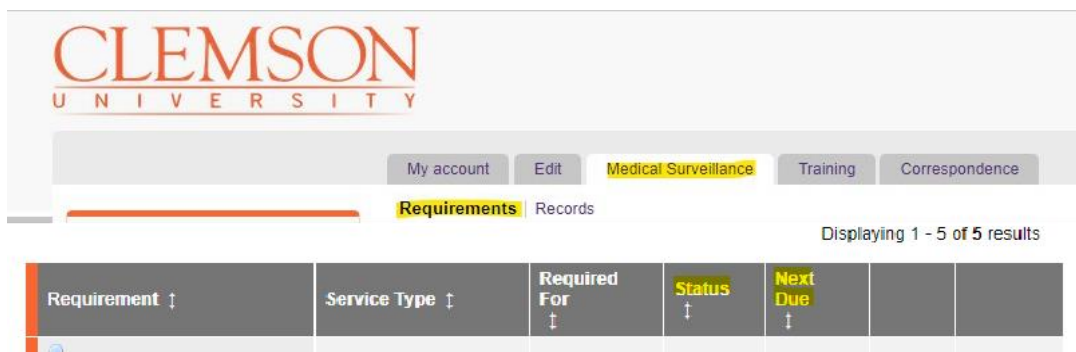
1. Review your MSP Requirements in SciShield under "My Account" and "My Profile" and "Medical Surveillance"
2. Download your required MSP forms or questionnaires in SciShield under "Research Tools" and "Document Library"
3. Complete only the form(s) listed on your requirements
 - a. Note: all MSP enrollments require the MSP Enrollment Form
4. Obtain a copy of your immunization record
 - a. Note: all MSP enrollments require the immunization record
 - b. There is guidance for how to locate and how to interpret your immunization record in the "Document Library"
5. Attach your form(s) and immunization record to submit via email to ClemsonMSP@clemson.edu
 - a. It is suggested you follow [CCIT instructions for e-mail encryption](#)
6. Occupational Health Program will review these forms and notify you on status updates through the SciShield platform
7. Recheck your requirements annually
 - a. Note: some forms may require renewal

INSTRUCTIONS FOR CHECKING YOUR FORM STATUS:

To confirm that your documents have been reviewed, you can login to SciShield and click on "My Account", "My Profile" on the left-hand navigation.



Select the "Medical Surveillance" tab on the top of the screen to view your *Status* and *Next Due* date.

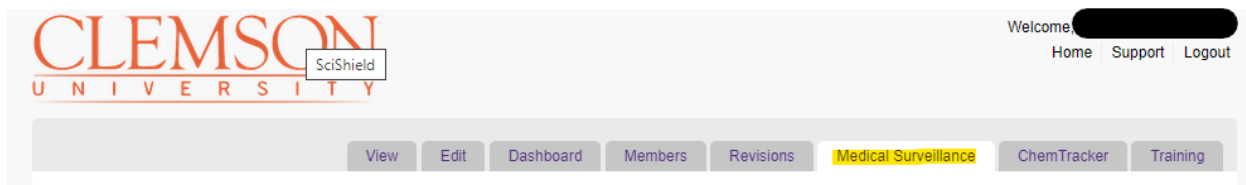


INSTRUCTIONS FOR SUPERVISORS:

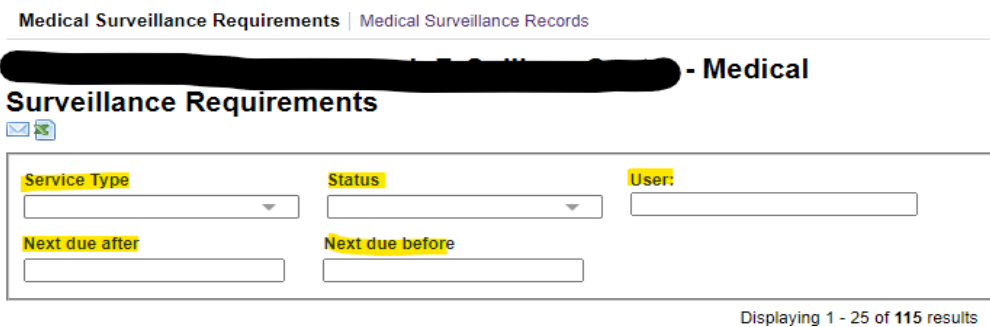
For instructions on how to add members to your department or lab and how to add job activities for the member, consult the [SciShield](#) resources available from Occupational and Environmental Safety (OES).

To review enrollee completion in SciShield, Login to [SciShield](#) using your CU Username and Password.

Select your department or lab on the left navigation, then select the “Medical Surveillance” tab:



Under “Medical Surveillance Requirements”, you will have the option to search by Service Type, Status, User, and Next Due Date:



- To view those who have completed a Medical Surveillance Requirement, set the Service Type you are looking for and Status “Complete”.
- To view those who have not completed Medical Surveillance Requirement, set the Service Type you are looking for and Status “Not Completed”.

TYPES OF MEDICAL SURVEILLANCE REQUIREMENTS AND FORMS:

Medical Surveillance Enrollment Form

This enrollment form is required for all MSP enrollments. Required annually for those performing work in a medical or clinical laboratory environment; conducting work that requires a respirator; works in an area requiring hearing protection; works with materials that require a respirator; contact with blood, bodily fluids or wastewater samples; works with Biosafety Level 2 Materials; works with human materials; works with Biosafety Level 2+ Materials.

- In the event an individual wishes to decline Medical Surveillance, they may submit the **MSP Declination Form**, found in the "Document Library". Please note certain job functions do not permit MSP declination. An individual may change their mind and enroll in the MSP at any time.

Immunization Record

This record is required for all MSP enrollments. Required one time only.

- The purpose of this requirement is to ensure that the participant has had required immunizations to protect them from hazards they may encounter in their workplace (e.g. hepatitis B vaccine, tetanus or Tdap, or rabies vaccine).

Hepatitis B Immunization Form

Required one time only for those in contact with blood, bodily fluids, or wastewater samples; working with human materials; performing work in a medical or clinical laboratory environment.

- In the event an individual wishes to decline hepatitis B vaccine, they may submit the **Hepatitis B Declination Form** found in the "Document Library". An individual may change their mind and request an immunization at any time.
- The purpose of this requirement is to ensure that the enrollee has had the hepatitis B series to protect them from the hepatitis B virus.

Tuberculosis Screening Questionnaire

Required annually for specific groups on campus who are at higher risk for contracting tuberculosis. These groups include medical facilities and emergency services.

- The purpose of this requirement is to assess an enrollee's risk factors for tuberculosis.

Respiratory Protection – Medical Evaluation Questionnaire

Required every five years for those who conduct work that requires a respirator, works with materials that require a respirator, performs pesticide or herbicide application. This form is reviewed to determine eligibility for respirator fit testing.

- The purpose of this requirement is to ensure those that need respirator fit testing are able to undergo fit testing for respirator selection.

Audiometric Testing

Required annually for those who work in an area requiring hearing testing. A baseline audiogram is required at the time of initial assignment or within 6 months of exposure to noise above the OSHA Action Level. Employees will complete annual audiology testing with the Medical Surveillance Program to review and ensure there is no hearing loss occurring. MSP will also coordinate any referrals to an audiologist or specialist if necessary.

- The purpose of this requirement is to prevent permanent noise-induced hearing loss resulting from on-the-job noise exposure.