

# FAQs: Health Services New Employee Onboarding (NEO)

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## Immunization Requirements

### 1) TB Skin Test

#### *Q) How do I fulfill the TB skin test requirements?*

We require documentation of a 2-step TB skin test (TST) completed within 28 days of one another completed at any time OR two separate 1-step TST if both are completed within a 12-month timespan.

Please see below for more information:

Never completed a TST/No documentation of TST		One documented negative TST completed less than a year ago	Properly documented results of previous two-step TST completed at any time
A 2-step TB test is required, regardless of vaccination status (BCG).			*2-step TB tests do not expire
<p>If step 1 is negative, proceed to step 2.</p> <p>If step 2 is positive, proceed to chest x-ray.</p>	<p>If step 1 is positive, proceed to chest x-ray.</p>	<p>If only one TST was done in the past 12 months, you only require an additional one-step TST.</p> <p>If the results for the one-step TST are negative, no further action is required.</p> <p>If the results for the one-step TST are positive, proceed to chest x-ray.</p>	<p>If step 1 and step 2 are negative, no further action is required.</p> <p>If step 1 or 2 is positive, you will need to complete a chest x-ray. If you have documentation of positive TST, and chest x-ray, no further action is required.</p>

#### *Q) I have records of two TSTs completed in January 2022 and September 2022. Is this valid?*

Yes, since they were completed within 12 months of each other, it will count as two 1-step TSTs.

#### *Q) I have records of two TSTs completed in January 2023 and March 2024. Is this valid?*

No, since over 12 months has passed between your first and second TST. You will need to complete another 2-step TST.

#### *Q) I have records of one TST completed less than 12 months ago. Is this valid?*

Yes, however you will require an additional one-step TST.

**Please note:** If any of your TST results are positive, you **MUST** provide documentation of a chest x-ray.

#### *Q) I have had BCG vaccine/I always test positive. Do I still have to complete a TB skin test?*

Yes, you will still need to complete a TB skin test. BCG vaccination is not contraindicated for completing a TST. Health Services needs to establish a baseline for you, so it is important for us to know if your baseline is positive. Additionally, persons with BCG vaccination will not always test positive on TST.

*Q) I have historically tested positive on a TB skin test, so my provider has ordered a chest x-ray. Can I use this documentation?*

Yes, you can use this documentation, as long as it indicates that the reason for completing a chest x-ray is due to a positive TB skin test or history of a positive TB skin test. All UHN employees must include supporting documentation of their TB skin test results. If you have historically tested positive but do not have documentation, you must complete another TB skin test.

*Q) I have negative TB results via bloodwork (QuantiFERON/IGRA). Can I use this documentation?*  
No, UHN does not accept bloodwork results for TB diagnostic testing.

## **2) Measles, Mumps, Rubella (MMR) and Varicella (Chickenpox)**

*Q) I have had a previous history of chickenpox. How do I proceed with providing this documentation?*

If you have had a previous history of chickenpox, you will need to provide documentation of blood titres (bloodwork) confirming immunity OR proof of two varicella vaccinations.

*Q) I have documentation of two MMR and two varicella vaccinations. Do I still need to do bloodwork?*

No, you do not need to provide both. UHN requires documentation of EITHER two MMR vaccinations and two varicella vaccinations OR blood titres showing immunity to MMR and varicella. If you already have documentation of your vaccinations, you will not need to provide bloodwork results.

In the case that you have completed bloodwork and it has returned as non-reactive/indeterminate/non-immune, and you have documentation of **ONE** dose, you will only need to complete one additional dose.

**Please Note:** You can provide a combination of vaccinations and bloodwork for either requirement.

*Q) I completed my MMR and varicella immunizations several years ago. Are they still valid?*

Yes, they are still valid, as long as you have documentation of two MMR and/or two varicella vaccinations.

*Q) I completed bloodwork for MMR/varicella, but I am non-reactive/indeterminate. Do I need to complete any vaccinations?*

Yes, if your blood titres do not show immunity, UHN requires two doses of MMR and two doses of varicella. If you have completed these vaccinations in the past, we will accept the documentation for it.

**Please note:** If you are non-reactive/indeterminate/non-immune for measles, mumps, rubella, and/or varicella, UHN will not accept only one “booster” after completing bloodwork. You must have documentation of either two vaccinations OR blood titres showing immunity for all components.

## **3) Tetanus, Diphtheria & Pertussis (Tdap)**

*Q) I received a TDAP vaccination before I turned 18 years old. Is this sufficient for submission?*

No, we require documentation of your TDAP vaccination or updated Adult Pertussis vaccination administered **at 18 years of age or older**. A TDAP vaccination from ages 0-17 will not be accepted, as it is an adolescent dose.

*Q) My TDAP vaccination was given less than 10 years ago, so my provider states it is not expired. Can I use this documentation?*

Yes, if the vaccination was received at the age of 18 or older.

No, if the vaccination was received under the age of 18.

The schedule for tetanus is every 10 years, not pertussis. Adult pertussis vaccination can be given as soon as 18 years of age regardless of previous dose and/or the age it was given.

#### 4) Hepatitis B Immunity

##### *Q) Do I need to complete Hepatitis B immunity requirements?*

Hepatitis B immunity requirements are ONLY required for TeamUHN members who will be physically interacting with patients and/or may be exposed to blood, bodily fluids, or infectious waste. If you are unsure of the specifics of your role, please ask your Hiring Manager/Principal Investigator (PI)/Supervisor/Department or Division Head.

##### *Q) I have previously received Hepatitis B vaccinations. Do I still need to complete bloodwork?*

Yes, further blood testing is required after receiving Hepatitis B vaccinations. UHN does not accept documentation of Hepatitis B vaccinations to fulfill the requirement, bloodwork **must** be completed. If your bloodwork does not reflect immunity, you can be granted a conditional clearance upon receiving one dose **after** non-immune bloodwork.

We require blood titres showing immunity for Hepatitis B to issue full compliance.

**Please note:** Hepatitis B immunity requirements are ONLY required for TeamUHN members who will be physically interacting with patients and/or may be exposed to blood, bodily fluids, or infectious waste.

##### *Q) Do volunteers need to provide documentation of Hepatitis B immunity?*

No, volunteers do not need to provide documentation of Hepatitis B immunity.

#### KICS Troubleshooting

##### *Q) I cannot fill out the KICS form because I do not have my employee ID. Where can I get this?*

Your employee ID is autogenerated and emailed to you once People & Culture (P&C) receives all HR-related paperwork – please check your email/spam. Please reach out to the contact listed in your offer letter if you have still not received your Employee ID on your start date and you have submitted all paperwork excluding the onboarding immunizations which are to be uploaded onto the KICS webforms.

If you are a Research Non-Paid Appointee (RNPA) and are unsure of your employee ID, please reach out to [OHSNEO@uhn.ca](mailto:OHSNEO@uhn.ca).

##### *Q) I cannot fill out the KICS form because I cannot find my manager. Where can I find this?*

Please ensure that your manager's name is spelled correctly when filling out the KICS webform. If you are still unable to find your manager, please reach out to [OHSNEO@uhn.ca](mailto:OHSNEO@uhn.ca).

#### General Onboarding Inquiries

##### *Q) Where do I submit my onboarding immunizations?*

Please submit your onboarding immunizations using this link (**do not submit partial/incomplete forms**): [Onboarding Immunization and Health History for TeamUHN](#)

*Q. I cannot provide all my immunization records before my start date. Can I request an extension to submit my onboarding immunizations?*

If you are unable to complete the requirements before your start date, please submit your proof of COVID-19 vaccinations using this link: [Onboarding - Report Your COVID-19 Vaccine Status before Starting at UHN](#). Once it is submitted, you will receive an email confirmation with details regarding an extension.

*Q) I already have all my onboarding immunizations from other forms. Do I still need to bring the Health Services Mandatory Requirements Form to my doctor to fill out?*

No, if you already have supporting documentation of your immunization records, you will **not** need to fill out the [Health Services Mandatory Requirements Form](#).

If you do not have supporting documentation of your immunization records, you can bring this form to your medical practitioner for completion.

Supporting documentation of all immunization requirements **MUST** be attached in your submission.

*Q) I already submitted all my onboarding immunizations on KICS. Is there anything else I need to do?*

Once you have submitted your onboarding immunizations on KICS, Health Services will review your submission and reach out if there are any errors or missing documentation. If you do not hear from us, your submission is compliant, and no further action is required.

*Q) I am working remotely. Do I still need to submit all the onboarding immunization requirements?*

Yes, the onboarding requirements are mandatory for all TeamUHN members regardless of worksite, location, position, and duration. Your profile will remain non-compliant until this has been completed.

*Q) I completed the onboarding immunization requirements with my family practitioner and had to pay for the services. Will UHN reimburse me for the immunization costs?*

No, UHN does not reimburse for immunization services provided by your family practitioner.

*Q) I received my immunizations from another country. Are those acceptable to use for submission?*

Yes, as long as your documentation includes the completion dates and results for your vaccinations and/or bloodwork. If the documents are in a different language, please provide an English translation. You may translate the document yourself.

*Q) I am new to the country and do not have a family physician in Canada. Where can I complete my immunization requirements?*

If you do not have a health care provider in Canada, you can use the following link to find a family practitioner near you: <https://www.ontario.ca/page/find-family-doctor-or-nurse-practitioner>. You can also complete your immunization requirements at a walk-in clinic. Any costs incurred while onboarding is the responsibility of the employee/volunteer.

**Please note:** If you are a research non-paid appointee (RNPA), please contact [OHSNEO@uhn.ca](mailto:OHSNEO@uhn.ca) for more information.

*Q) I have questions about some things I will need to fill out prior to the start of my employment (tax forms, banking forms, HOOP, identification, criminal record check, etc.) Who can I contact?*

If you have any questions about HR-related paperwork, you can reach out to the contact person in your offer letter or connect with People & Culture at 416-340-4800 x5995 if you have any specific inquiries.

*Q) I completed my health history form and require work accommodations. What are the next steps?*

If you have completed your Health History and require work accommodations, your submission will be flagged to a disability case coordinator who will review and follow-up with you to discuss further.

*Q) I have previously worked at UHN and submitted my immunizations to the organization during onboarding. Is there a way for me to receive a copy of my records to upload onto KICS?*

If you have worked at UHN and submitted your immunization records to Health Services, you can fill out a [consent form](#) to obtain a copy of your immunization records on file. You can email the completed consent form to your primary work site (The contact information for each site is noted in the form).

If you have already submitted your immunizations on KICS, please reach out to [OHSNEO@uhn.ca](mailto:OHSNEO@uhn.ca).

*Q) Where can I book an appointment to complete my N95 mask fit test?*

You can book an appointment to complete your N95 mask fit test here: [https://bookeo.com/uhn\\_n95](https://bookeo.com/uhn_n95)

Click [here](#) to view the N95 mask fit test to view which sites are offering sessions throughout the month.

*Q) I am a volunteer. Can I complete my onboarding immunizations with UHN Health Services?*

No, you will need to complete your onboarding immunizations with your family physician or walk-in clinic. Any costs incurred while onboarding is the responsibility of the volunteer.