

Kines 300 Personal Data Form

Name: _____

Practicum Site: _____

	Certification/Vaccine	Date Completed
	Health Insurance Portability Act (HIPAA) training	
	Collaborative Institutional Training Initiative (CITI)	
	Bloodborne Pathogen (BBP) training	
	CPR/First Aid	
	Background Check	
	Flu Vaccine	
	TB Vaccine	
	Other:	

* This list does not include all of the potential requirements. Each practicum placement has a description of responsibilities and a list of training requirements on the department of kinesiology practicum information website:

<https://kinesiology.education.wisc.edu/academics/undergrad/ems-practicum/>

Please refer to the site descriptions for specific requirements. Although we attempt to remain current with these descriptions, requirements may not be fully up to date.

The purpose of this form is to ensure that you understand and complete the requirements needed for your practicum site. Bring this form with you to your initial visit with the field supervisor (on site visit). Please discuss with your supervisor any certifications and/or requirements needed to work in this setting. Verification of your certifications/vaccinations will be between you and your field supervisor. The Department of Kinesiology has no role in this exercise.

Requirements should be completed prior to beginning your practicum. In some cases, your on-site training will include some of the requirements. For example HIPAA training may be built in to your site orientation. Background checks will likely be completed by the site as well but it may be in your interest to be sure that they are providing the check. These are things that should be discussed when you meet with the field supervisor. This form has fulfilled its purpose once the requirements are met and verification has been confirmed. It does not need to be turned in to the Department of Kinesiology. You should ask if the field supervisor wishes to keep it for their records.

Instructions for beginning your HIPAA and CITI training can be found below. Some sites and labs may have more specific modules that you will need to complete.

HIPAA training:

<http://hipaa.wisc.edu/hipaa-training.htm>

CITI training:

<https://my.gradsch.wisc.edu/citi/index.php>

Select Add courses. For question 1, check "The Basics of Effort Reporting for the School of Medicine and Public Health". For question 2, check "Human Subjects Protection for Biomedical Researchers".