

Application for Professional Trainee

The University of Texas Health Science Center at Houston (UTHealth Houston) welcomes visiting colleagues from across the United States and around the world for research training, educational experiences, and observation.

Purpose:

- The Professional Trainees' experience, though **uncompensated by UTHealth Houston, is to receive specific training in research and health education, appropriate to their educational qualifications, such as to learn how to conduct research, data collection, and/or participate in other non-clinical hands-on activities.** Professional Trainees may observe clinical practices but *cannot* provide clinical care, cannot perform any patient care, cannot have any type of direct patient contact (i.e., taking patient history, etc.).

Eligibility:

- Individuals who hold an undergraduate or higher degree with an interest in a health care related field and are seeking additional non-clinical hands-on training for educational purposes and/or professional development, for their own benefit.
- An Agreement with the applicant and her/his home institution may be required before the training can begin; UTHealth Houston will make this determination during the application review process and will advise if required.
- Proficiency in English is required for all Professional Trainees. Professional Trainees are expected to speak, read, and understand English in an academic environment.
- Applicants must be at least 18 years old on the start date.

Duration:

- Limited to no more than four months in any one division/department; up to three different divisions/departments, for a cap of twelve months in any five-year period.

Fee (per application): Application processing fee is non-refundable and non-transferable.

- A processing fee of \$100.00 USD is required for all domestic* Professional Trainee
**Domestic: in this document refers to individuals who are U.S. citizens or U.S. permanent residents.*
- A processing fee of \$775.00 USD is required for all foreign** Professional Trainee
***Foreign: in this document refers to individuals who are not U.S. citizens or U.S. permanent residents.*

Online Application Process:

- To apply as a Professional Trainee, the Applicant must first identify a Faculty Sponsor at UTHealth Houston who agrees to host the Professional Trainee. Once the faculty sponsor agrees to host Applicant, the department will initiate the online application; applicant will receive a unique link to access their application. Applicant must complete all fields, upload the required documents and pay the application processing fee in order to submit the application. The department will also complete the application and receive departmental and school approvals. Application will then be forwarded to the VSP for review and processing. Applications must be approved by the VSP in order for applicants to start their training. At any point in this process, the application may be denied. The Applicant and Faculty/Department Sponsor will be informed as soon as a decision is made. All parties should allow at least eight weeks for the application process (which begins when the VSP receives the application). Please note foreign nationals should allow additional time to accommodate visa processing.

Please note:

- UTHealth Houston conducts security background checks on all applicants.
- Approval of this application is at the discretion of the Senior Vice President of Academic and Faculty Affairs (SVPAFA) of UTHealth Houston. A Professional Trainee may not begin their visit (in-person and/or remote) at UTHealth Houston until receiving the approval email from the Visiting Scholars Program, and all onboarding processes are complete.
- It is the responsibility of non-U.S. citizens/permanent residents to have a visa appropriate to be a Professional Trainee at UTHealth Houston.
- Foreign nationals, who are not U.S. citizens or U.S. permanent residents, must check-in with the UTHealth Houston Office of International Affairs (OIA) with all original immigration documents to obtain appropriate written clearance to begin appointment.
- Professional Trainees, participating in human subjects or animal research, must complete the required UTHealth Houston training.
- All Applicants must read and acknowledge the "HIPAA Overview and Information Safeguards" included in the application.
- All Applicants must complete the UTHealth Houston Compliance Training modules prior to or within the first week of their approved start date.
- UTHealth Houston schools and departments may charge separate fees to participate in the Visiting Scholars Program.
- This process does not apply to individuals seeking an official medical elective or to current UTHealth Houston's staff or to current students who are enrolled through the Registrar of UTHealth Houston.

Required documents for Professional Trainee

VSP requires at least eight (8) weeks to review and process applications
(which begins when the VSP receives the application)

Application should be submitted no more than six (6) months prior to the proposed dates.

Required Documents to be uploaded, by the applicant, in the online application
Copy of photo identification:
For U.S. citizens: Copy of federal or state-issued photo identification
For U.S. permanent residents: Copy of Permanent Resident Card (Green Card)
For non-U.S. citizens/permanent residents: Copy of passport identification page, U.S. visa stamp, Immigration forms (I-20, DS-2019, I-797, etc.) and Form I-94 (if applicable)
Résumé or C.V. (in English, listing academic history, certifications, licensures, employment, and training experience)
Copy of diploma (highest degree, with English translation if applicable)
Application Processing Fee: <i>non-refundable and non-transferrable</i>
For U.S. citizens or U.S. Permanent Resident: \$100.00 USD
For Foreign (non-U.S. citizen, non-U.S. Permanent Resident): \$775.00 USD
Method of Payment:
<ul style="list-style-type: none">- Credit/Debit Card (American Express, Discover, Master card, Visa): using the link within the online applicant- Money order, Cashier Check drawn on a U.S. bank and made payable to: UTHSC-H- Wire transfer (<i>contact the department coordinator for your Faculty Sponsor to receive the instructions</i>)
Do not send personal check or cash

Health Clearance

Once application is submitted to VSP, applicant will receive an email with a link to complete the health questionnaire and upload the required health records, proof of immunization.

Background Clearance

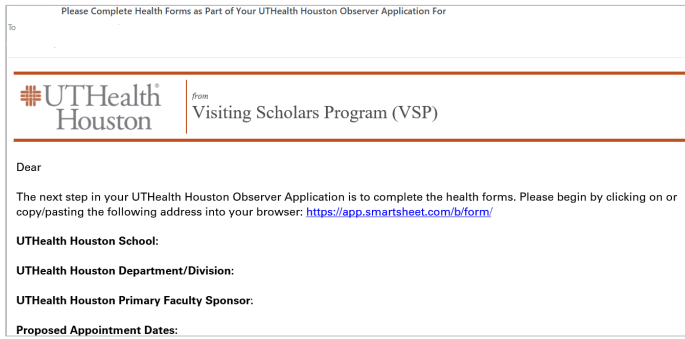
During the VSP's review process, applicant will receive an email from the background check vendor (rapidresponse@preemploy.com), with a secure link to enter information such as demographic information and to give consent for the background screen to be completed. Applicants, without a Social Security Number, will need to enter 999-99-999 as their SSN.

If you have questions concerning the status of your application at any time,
please contact the administrative coordinator for your Faculty Sponsor.

Health Clearance for Visiting Scholars Program

As part of the application process (once application is submitted to VSP), applicant will receive an email with a link to complete the UT Health Services health questionnaire and upload the required health records, proof of immunization.

Example of email that applicant will receive:



List of Required Immunizations, Tests for Visiting Scholars at UTHealth Houston:

Environment to be encountered	Observer	Professional Trainee	Visiting Student
Office or classroom setting	• COVID-19 vaccine	• COVID-19 vaccine	• COVID-19 vaccine
Research lab, no animals, no potential bloodborne pathogen exposures	• COVID-19 vaccine • TB skin test	• COVID-19 vaccine • TB skin test	• COVID-19 vaccine • TB skin test
Research lab, no animals, but with potential bloodborne pathogen exposures	• COVID-19 vaccine • TB skin test	• COVID-19 vaccine • TB skin test • Hep B series	• COVID-19 vaccine • TB skin test • Hep B series • MMR • Tetanus/Tdap
Research lab, with animals, but no potential bloodborne pathogen exposures	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap
Research lab, with animals, with potential bloodborne pathogen exposures	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap • Hep B series	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap • Hep B series
Direct patient contact	• COVID-19 vaccine • TB skin test • MMR • Tetanus/Tdap • Seasonal Influenza	• COVID-19 vaccine • MMR • Tetanus/Tdap • TB skin test • Hep B series • Varicella • Seasonal Influenza	• COVID-19 vaccine • MMR • Tetanus/Tdap • TB skin test • Hep B series • Varicella • Seasonal Influenza

ALL SUPPORTING DOCUMENTS AND LAB REPORT MUST BE IN ENGLISH.

Notes:

- Occupational Health Program Enrollment occurs when visitor is added to Animal Welfare Committee (AWC) research protocol.
- Bloodborne pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV) (29 CFR 1910. 1030(b))
- MMR Measles (rubeola) vaccine: (2 are required if born after January 1, 1957) or Positive rubeola titer (attach lab report)
 - Mumps vaccine or Positive mumps titer (attach lab report)
 - Rubella vaccine or Positive rubella titer (attach lab report)
- Tetanus/diphtheria or Tdap (Within last 10 years)
- Varicella vaccine series (2 doses given at least 28 days apart) or Chicken pox disease (documented by health care provider) or positive varicella titer (attach lab report)
- Bacterial Meningitis (Meningococcal) vaccine (within past 5 years)
- TB skin test/+ chest xray required within the last 6 months, even if you received BCG vaccine as a child. **OR NEGATIVE QuantiFERON-TB Gold In-Tube test (QFT-GIT) or NEGATIVE T- SPOT**
- Hepatitis B vaccine series (3 injections) or positive Hepatitis B surface antibody titer (attach lab report) OR Positive Hepatitis B surface antibody titer (attach lab report)

Mandatory Compliance Training

UTHealth Houston requires that all Visiting Scholars complete the Compliance Training before or within the first week of their approved start date.

After a Visiting Scholar is approved, they will receive an email, within 7-14 days of approval, directly from the iLearn System with instructions on how to access the necessary VSP Compliance Training.

Compliance Training includes two (2) modules (Discrimination, Harassment, Sexual Misconduct, and HIPAA) and should take about 45 minutes.

Example of email that applicant will receive:

UTHEALTH HOUSTON PROGRAMS: YOUR ILEARN USER ACCOUNT IS CREATED

Date:

From:
learnadmin@uth.tmc.edu

To:

Dear

UTHealth Houston has assigned you to a Mandatory/Required Training in the iLearn Learning Management System.

You can access your UTHealth Houston iLearn account by clicking the below URL.

To access iLearn, click the URL

Username: Your E-mail Address
Password: Your E-mail Address

Please select the "Home" Button to access. Once logged in, please click the "Learner Dashboard" icon located on the left-hand side of the screen to view and launch your assigned training.

Please email _____ for any queries and resolving issues during login.

This message was automatically delivered by SumTotal notification services. Do not reply to this message.