

Medical follow-up in practicum and internship

Medical service AP Hogeschool Antwerp

Academic year: 2024-2025
Master's and bachelor's degree
programs

Prevention service AP Hogeschool Antwerp

Contents

Contents	1
Prevention service AP - Medical service AP	1
1 Medical follow-up procedure for practicum and internship	1
1.1 Purpose	1
1.2 Definitions	1
1.3 Scope	2
2 General notes	2
2.1 Medical examination at practicum	2
2.2 Medical examination at internship.....	2
2.3 Medical examination at international internship.....	2
2.3.1 Health risks specific to the internship	2
2.3.2 Health risks specific to staying abroad.....	2
2.4 Medical examination invitation.....	2
2.4.1 Commissioned by the AP Hogeschool Antwerp	2
2.4.2 On behalf of the internship site	3
2.5 Turnout medical research.....	3
2.6 Follow-up medical examination	3
3 Risk of hepatitis (A and/or) B.....	3
3.1 Vaccination dates	3
3.2 Prior titer determination	4
3.3 Medical examination and vaccination.....	4
3.4 Second titration.....	5
4 Risk of tuberculosis.....	5
5 Student administrative obligations	5
6 Required documents on internship	6
7 Accidental blood contact.....	6
7.1 Prevention of accidental blood contact.....	6
7.2 Follow-up of accidental blood contact	6
8 Maternity Protection	7
9 International internship.....	7
10 Financial aspect medical follow-up	8
11 Procedure by course.....	8

11.1	Mandatory medical examination at the start of study:.....	8
12	Internal procedure - clarification.....	9
12.1	Medical supervision trainees.....	9
12.2	Dutch or foreign students versus illness absence	9
13	Contact details	10

Prevention service AP - Medical service AP

1 Medical follow-up procedure for practicum and internship

1.1 Target

This procedure establishes the arrangements on how medical follow-up should be done for students in case of practicum and internship.

1.2 Definitions

STAGE: Educational activity in which the AP Hogeschool Antwerp student performs some form of work with an employer for the purpose of gaining professional experience.

STAGIAIR: The student of the AP Hogeschool Antwerp who performs an internship as part of his/her training.

PRACTICUM: Educational activity in which the student performs some form of labor under the supervision and authority of the AP Hogeschool Antwerp.

MEDICAL EXAMINATION: The preventive examination that the student undergoes as part of the medical follow-up. The initial medical examination occurs before the start of the practicum or internship.

IDewe: External service for prevention and protection at work, responsible for performing the medical examinations commissioned by the AP Hogeschool Antwerp.

HEALTH ASSESSMENT FORM (FGB): The document by which the prevention advisor-occupational physician communicates his decision after each preventive medical examination.

APPEARANCE ATTEST: You will receive this attestation after a second or third medical examination. You should bring this attestation along with the FGB of your first examination with you on internship.

ACCIDENTAL BLOOD CONTACT: accident in which the victim may become contaminated with potentially infectious patient material through a puncture, cut, or bite accident involving an injury or a sponge accident involving contact with mucous membrane or non- intact skin.

Pregnancy notification: timely notification of pregnancy by the student is of prime importance. This does not mean after the "magic" threshold of 3 months, but as soon as the student realizes or knows she is pregnant. Protection of mother and child is extremely important.

INTERNATIONAL STAGE: internship conducted abroad.

1.3 Scope

This procedure applies to all students at AP Hogeschool Antwerp.

2 General notes

2.1 Medical examination at practicum

In accordance with the Law of August 4, 1996 and the Codex of April 28, 2017 on Welfare at Work, the AP Hogeschool Antwerp determines, on the basis of the risk analysis, the need for a medical follow-up for students who are exposed to health risks when carrying out the practicum. The medical examination in this case is always organized by the AP Hogeschool Antwerp.

2.2 Medical examination at internship

In accordance with the Law of August 4, 1996 and the Codex of April 28, 2017 on Welfare at Work, the internship site, in its role as the intern's employer, determines the need for the medical examination based on the risk analysis. The decision is communicated through the work post sheet.

The internship contract determines whether the medical examination will be performed by the prevention advisor-occupational physician of the internship site or of the AP Hogeschool Antwerp. Both the internship site and the AP Hogeschool Antwerpen respectively are responsible for organizing the medical examination.

2.3 Medical examination at international internship

In case of international internship, a distinction can be made between the health risks specific to the internship (occupational risks) and the health risks specific to the stay in the country concerned. Students may contact the AP Medical Department with their questions.

2.3.1 Health risks specific to the internship

The health risks specific to the internship are treated in the same way as a regular internship in Belgium.

2.3.2 Health risks specific to staying abroad

The monitoring of health risks specific to the stay abroad is explained in point 9 "International internship".

2.4 Medical examination invitation

2.4.1 Commissioned by the AP Hogeschool Antwerp

The AP Hogeschool Antwerp provides for all students, where the risk analysis of the practicum and/or risk analysis/workstation sheet of the internship site indicate that a health risk is present, an appointment at IDEWE, either on the premises of the AP

Hogeschool Antwerpen, either in the buildings of IDEWE. The student will receive the invitation personally via AP-mail. Further information can be accessed via the Student Intranet.

2.4.2 On behalf of the internship site

The intern will inquire with the internship site about the procedure regarding the conduct of the medical examination. The intern strictly follows these guidelines.

2.5 Emergence of medical research

The student reports to the medical examination in a timely manner, accompanied by all necessary and valid sources of information that allow for an assessment of immunity and/or medical fitness (see below).

The decision of the prevention advisor-occupational physician regarding immunity and/or medical fitness is described in the health assessment form (FGB). For activities with the same risk, the FGB is valid for 2 academic years within the same program, unless there are medical reasons for an annual follow-up or unless the AP Medical Department decides otherwise based on the Codex Welfare at Work.

A student who does not participate in the medical examination and therefore does not have a completed health assessment form will not be admitted to the practicum or internship based on health risks.

Each student is entitled to 1 medical examination. If the student cannot participate in the medical examination due to, for example, illness, the student must legitimize and report absence at medischedienst@ap.be. After legalization according to the Education and Examination Regulations (OER), the student will be given the opportunity to make a new appointment.

2.6 Follow-up medical examination

The student is responsible, if necessary, to timely and properly fulfill all obligations imposed by the medical examination.

3 Risk hepatitis (A and/or) B

Students performing a practicum or internship in which there may be a risk of hepatitis (A and/or) B infection will be checked for immunity to hepatitis (A and/or) B before beginning their practicum or internship.

3.1 Vaccination dates

Students who have already been vaccinated against hepatitis (A and/or) B in the past collect vaccination dates. These dates (or the vaccination card) are an essential source of information for determining immunity against hepatitis (A and/or) B.

The student brings the vaccination dates or vaccination card to the medical examination.

3.2 Prior titer determination

A titer determination indicates how many antibodies against hepatitis (A and/or) B the student has. All students at risk of hepatitis (A and/or) B, regardless of whether they have already been vaccinated or not, go to the family doctor or IDEWE on their own initiative for a titer determination. Appendix 1 contains a model letter for the attention of the general practitioner. Appendix 2 contains a model letter for the attention of IDEWE. The costs of the general practitioner and the analysis costs of the relevant lab are borne by the student. Blood collection from IDEWE is free of charge to the student.

Since the result of this titration is an essential source of information for the determination of immunity to hepatitis (A and/or) B, the student is responsible for obtaining this document in a timely manner. **The student takes into account the analysis time of several working days.**

The student brings the original analytical result of the titer determination to the medical examination in case the titer determination was performed at the doctor's office. If the titer determination was performed at IDEWE, the analysis result is in the student's file.

3.3 Medical examination and vaccination

The prevention advisor-occupational physician or occupational nurse determines immunity status to hepatitis B during the medical examination. There are usually three possible scenarios:

- Students with adequate immunity (titer > 10 IU/l) will receive a blank health assessment form as far as the risk of hepatitis B infection is concerned. They can begin their practicum or internship without restriction.
- Students with insufficient immunity (with no previous vaccination) will need to undergo another vaccination schedule. The following schedule of three vaccinations applies:
 - *First vaccine: during the medical examination, the student receives the first vaccine.*
 - *Second vaccine: one month after the first vaccine.*
 - *Third vaccine: six months after the first vaccine.*
 - *The student is responsible to correctly follow the obligation regarding the completion of the vaccination schedule. The student makes his/her own additional arrangements with IDEWE for this purpose.*
 -
- Students with insufficient immunity (already vaccinated) will receive a so-called booster vaccine during the medical examination.

Students with insufficient immunity will receive a health assessment form during the medical examination with restrictions in activity to prevent the risk of hepatitis B. This condition will expire when the second titer test (see below) demonstrates sufficient immunity.

3.4 Second titration

At least six weeks after the third vaccine in the vaccination schedule or after the booster vaccine, IDEWE or the primary care physician will perform a second titer determination. The student will make an appointment with IDEWE or the primary care physician for this.... The result of the second titer determination counts as proof of sufficient immunity when the titer exceeds 10 IU/l. The student notifies the AP Medical Department via AP email (lab result/titer determination attachment).

4 Risk tuberculosis

Applicable only to internship

Trainees, who during the execution of the internship may be exposed to persons with TB (see provisions risk analysis and/or work post sheet of the internship site), will undergo a so-called TB screening (before the internship can start).

The principle of TB screening is

- That a reference be established prior to the start of the internship, at the time of initial screening.
- That it will be determined in the next academic year whether further medical follow-up is needed, depending on the outcome of the screening.

The trainee takes the initiative to participate in a TB screening, either at IDEWE or (whether in group or not) in the screening organized at AP Hogeschool Antwerp. Trainees who already test positive at the first screening will be exempted from subsequent screenings.

The intern(s) can contact the AP Medical Department for interpretation of the TB screening, as well as with any questions.

5 Administrative obligations for the student

Upon request, the student must provide AP Medical Services with the following supporting documents (legible scan or photo) to be delivered via AP email:

- Before beginning the practicum or internship and after each medical examination: the health assessment form.
- After each vaccination: the completed vaccination card.
- After the second titer test: the result of the titer test.

The practicum/traineeship cannot be started or will be stopped if the student does not fulfill his/her obligations resulting from the medical follow-up. The practical/training period may be resumed if the student puts himself/herself in order, and on condition that the practical/training period can still be carried out within the planned practical/training period respectively.

6 Required documents on internship

In the context of possible inspections at the internship site, the intern must always be able to present the following medical documents:

- For any intern with a health risk (that warrants medical examination):
 - *The (most recent) health assessment/attendance certificate form.*
- For an intern at risk of hepatitis B:
 - *The (most recent) health assessment/attendance certificate form.*
 - *The completed vaccination card (whether already complete or not).*
 - *The result of the second titer test.*

7 Accidental blood contact

7.1 Prevention of accidental blood contact

Preventing needlestick injuries/accidental blood contacts is important. After all, hospital and healthcare workers (nurses, doctors, medical lab technicians,...) are often at risk of becoming infected as a result of injuries from needles or other sharp medical instruments, such as a scalpel or suture equipment. The consequences can be very serious, namely infection with blood-borne pathogens, including hepatitis A, hepatitis B, hepatitis C and HIV (AIDS).

In order to prevent injuries caused by sharp medical instruments, general obligations are concretized toward prevention of needlestick injuries (Chapter VI of Book VII, Title 1 of the Codex on Welfare at Work). One example is the use of sharps and recapping:

- *Recapping needles will henceforth be expressly prohibited.*
- *Needles and/or sharps should be thrown into the needle container immediately after use without further manipulation.*

7.2 Follow-up of accidental blood contact

When accidental blood contact has occurred in the practicum or during the internship, the following steps should be followed:

- The student consults the Intranet: <https://student.ap.be/accidentele-bloedcontacten>
 - After accidental blood contact, go to the emergency room and/or family doctor (have HIV, Hepatitis A & B & C determined via blood draw),
 - Ask if the source patient is positive for HIV, Hepatitis A & B & C (see addendum),
 - Always contact the AP Medical Department by mail or at <https://student.ap.be/accidentele-bloedcontacten>
 - Always contact the internship supervisor and internship coordinator by email.
 - Deliver the addendum, insurance forms and medical certificate to the AP Medical Department by AP mail within 3 business days.
 - Insurance forms accident:
 - what should you fill in: BOX II - BOX III - BOX V
- The student will receive further instructions after delivering all information to the AP Medical Department.

8 Maternity Protection

In case of pregnancy, the legal provisions under maternity protection apply.

The following procedure is used:

- The student reports her pregnancy to the medical department by AP-mail or at <https://student.ap.be/moederschapsbescherming>
- The AP medical service records an appointment for a maternity health assessment. The medical follow-up is the responsibility of the prevention advisor-occupational physician of the external service of prevention and protection of the AP Hogeschool Antwerp.
- The prevention advisor-occupational physician, in the case of internships, possibly after consultation with the internship site, makes a decision on the continuation of activities.
- The decision of the prevention advisor-occupational physician is discussed with the medical department and, if appropriate, the internship site.

If the internship cannot be continued, due to internal regulations of the internship provider, the AP Medical Department will investigate whether the internship can be continued, at another internship site. If this proves impossible, the internship will be interrupted.

The courses below require additional attention with regard to maternity protection:

- Bachelor's degree in Biomedical laboratory technology
- Bachelor in Chemistry
- Bachelor of Occupational Therapy
- Bachelor in Preschool Education
- Bachelor in Primary Education
- Bachelor in Orthopedagogy
- Bachelor of Nursing
- Bachelor of nutrition and dietetics
- Bachelor of Midwifery
- Graduate Orthopedagogy
- Other health or welfare courses not listed

9 International internship

With regard to precautionary measures in the context of stays abroad, the following procedure is used:

- The student inquires with the Institute of Tropical Medicine Antwerp (ITG - <https://www.itg.be/N/reisgeneeskunde>) about the advice regarding medical precautions in the context of the stay abroad.
- The student makes an appointment at the ITG, if necessary, and follows the medical recommendation.
- The student will have the travel medicine attestation completed and signed by the attending physician at the ITG (attestation available on Intranet).
- The student uploads the travel medicine certificate through "Mobility online."

10 Financial aspect medical follow-up

To the extent possible, the AP Hogeschool Antwerp provides free medical follow-up for students. Only in case of possible exposure to hepatitis B, the first blood collection from the general practitioner and the analysis costs of the titer determination are at the student's expense (unless the blood collection is done at IDEWE).

The medical examination, vaccination(s) and TB screening performed by IDEWE and as part of the medical follow-up for practicum or internship are always free of charge for the student.

If, based on determinations made during the medical examination or as a result of the TB screening, the student is advised to have additional examinations, these additional costs will be borne by the student, except when the determinations were caused by the performance of the practicum or internship.

The AP Hogeschool Antwerp will report any accidental blood contact to the insurer as a student accident. All financial interventions in this case go directly through the mutual insurance company and/or the insurer.

All costs arising from following the medical advice in the context of the possible health risks because of staying abroad (ITG medical examination, vaccinations, screenings,...) are borne by the student.

11 Procedure by course

For certain programs within the AP Hogeschool Antwerp, the AP Medical Department provides a medical examination from the start of the program (see below). Students will receive a personalized letter via AP mail in their AP mailbox after their enrollment or reorientation (information regarding the medical examination).

11.1 Mandatory medical examination at the start of study:

- Bachelor's degree in Biomedical laboratory technology
- Bachelor of Science in Chemistry
- Bachelor of Occupational Therapy
- Bachelor of Nursing
- Bachelor's degree in nutrition and dietetics
- Bachelor of Midwifery
- Banaba/Postgraduate Certificate in Intensive Care and Emergency Care (*not for working students*)
- Degree in Orthopedagogical Counseling - Blairon campus (Turnhout)
- Graduate in Orthopedagogical Counseling - Dodoens campus (Mechelen)
- Graduate in Orthopedagogical Counseling - Antwerp
- Bachelor of Orthopedagogy

12 Internal procedure - clarification

12.1 Medical supervision trainees

It is imperative to request a correct and appropriate work post sheet and risk analysis from the internship provider. Only on the basis of the work post sheet and risk analysis can adequate medical supervision be carried out. The work post sheet/risk analysis must also contain guidelines on measures/restrictions relating to pregnancy (maternity protection).

- The application of the specific health surveillance regime does not affect the obligation to carry out a risk assessment and, on that basis, to take the necessary preventive measures.
- The employer with whom the trainee will be employed must conduct an analysis of the risks to which the trainee may be exposed in their work. In doing so, taking into account the assessment of all risks to safety, physical and mental health or development, due to lack of experience, due to unawareness of risks.
- This analysis takes place before trainees begin their internship and must be renewed or modified at least every two years, as well as whenever there is a significant change in the work position.
- The analysis should make it possible to recognize the agents, processes and activities listed in the annex to the Royal Decree of May 3, 1999 on the protection of young people at work.
- More specifically, this means:
 - if the trainee is exposed to the same risks as the employer's other employees, the risk assessment performed for those employees can be used;
 - **when the trainee is exposed to risks peculiar to his status (i.e. young and inexperienced or basically prohibited work) the risk analysis existing for the other workers must be supplemented by the elements relating to the trainee's specific condition;**
 - when the trainee is not exposed to a risk this is explicitly stated. For example, this is the case with office work that does not involve any risks, so no health surveillance is required.

12.2 Dutch or foreign students versus illness absence

Dutch or foreign students who are absent due to illness and cannot justify their absence should contact the AP Medical Department at the email address: medischediens@ap.be

13 Contact details

More information on medical follow-up at internship can be obtained from:

- Medical Service AP - Nurses AP:
 - medischediens@ap.be
 - 03/220.54.48 (every Monday between 9 a.m. and noon)
- Internal Service for Prevention and Protection at Work:
 - preventie.milieu@ap.be
 - 03/220.32.55 (during office hours)
- External service for prevention and protection at work:
 - IDEWE NPO
 - Contact with IDEWE is always through the AP Medical Department unless otherwise notified.
- Intranet - Digital Information Medical Service:
 - Campus -> Medical service
 - <https://student.ap.be/algemene-informatie>