

Medical follow-up in practicum and workplace learning

Medical service AP Hogeschool Antwerp

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Prevention service AP Hogeschool Antwerp

Content

Contents	1
Prevention service AP - Medical service AP	1
1 Procedure medical follow-up for practicum and workplace learning.....	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 in workplace learning	2
2.3 Medical research in international workplace learning	2
2.3.1 Health risks specific to workplace learning.....	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 apprenticeship	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 workplace learning.....	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 workplace learning	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	Student medical supervision	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 workplace learning

1.1 Target

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

1.2 Definitions

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

STUDENT: The student of the AP Hogeschool Antwerp who performs a workplace learning activity as part of his/her program.

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 workplace learning.

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 WORKPLACE LEARNING: workplace learning 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 in workplace learning

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

The workplace learning agreement determines whether the medical examination will be performed by the prevention advisor-occupational physician of the workplace or of the AP Hogeschool Antwerp. Both the work place and the AP Hogeschool Antwerpen respectively are responsible for the organization of the medical examination.

2.3 Medical research in international workplace learning

In case of international workplace learning, a distinction can be made between the health risks specific to the workplace learning (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 workplace learning

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

2.3.2 Health risks specific to staying abroad

The follow-up on the health risks specific to the stay abroad is explained in point 9 "International workplace learning."

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 apprenticeship indicate the presence of a health risk, 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 apprenticeship

The student inquires at the place of learning about the method of conducting the medical examination. The student 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 the entire duration of the training (2 years), 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 thus does not have a completed health assessment form will not be admitted to the practicum or workplace learning 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 workplace learning 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 workplace learning.

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 titer determination is an essential source of information for determining 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) are given a blank health assessment form as far as the risk of hepatitis B infection is concerned. They can begin their practicum or workplace learning 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 is considered 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 workplace learning.

Students who may be exposed to persons with TB during the implementation of workplace learning (see provisions risk analysis and/or workstation sheet of the learning workplace) will undergo a so-called TB screening (before workplace learning can begin).

The principle of TB screening is

- That a reference be established prior to the start of workplace learning, at the 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 student 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. Students who already test positive at the first screening will be exempted from subsequent screenings.

The student(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 workplace learning 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/workplace learning cannot be started, or the practicum/workplace learning is stopped, if the student does not correctly fulfil his obligations resulting from the medical follow-up. The practicum/workplace learning can, if necessary, be started (again) when the student puts himself/herself in order, and on condition that the practicum/workplace learning can still be carried out respectively within the planned practicums or in the period foreseen in the agreement on workplace learning.

6 Required documents on workplace learning

In the context of possible inspections at the apprenticeship, the student must always be able to present the following medical documents:

- For any student with a health risk (that warrants medical examination):
 - *The (most recent) health assessment/attendance certificate form.*
- For a student 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). An 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 workplace learning, 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 workplace learning supervisor and workplace learning 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 workplace learning, possibly after consultation with the learning workplace, 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 apprenticeship.

If the workplace learning cannot be continued, due to the internal regulations of the learning workplace employer, the AP Medical Department will investigate whether the workplace learning can be continued, at another learning workplace. If this proves impossible, the workplace learning 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 workplace learning

With regard to precautionary measures in the context of residence 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, 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 conducted by IDEWE and as part of the medical follow-up for practicum or workplace learning are always free of charge to 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 workplace learning.

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
- 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 Student medical supervision

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

- The application of the specific health surveillance regime does not affect the obligation to carry out a risk assessment and to take the necessary preventive measures on that basis.
- The employer with whom the student is employed must conduct an analysis of the risks to which the student 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 students begin their workplace learning and must be renewed or modified at least every two years, as well as whenever there is a significant change in the workplace.
- 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:
 - when the student is exposed to the same risks as the employer's other employees, the risk assessment performed for those employees can be used;
 - **when the student 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 student's specific condition;**
 - when the student is not exposed to a risk this is explicitly stated. This is the case, for example, with office work that involves no risk, 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: medischediensst@ap.be

13 Contact details

More information about medical follow-up in workplace learning 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>