

## Michigan Department of Health and Human Services Tuberculin Skin Test (TST) & Train the Trainer (TTT) Certification Protocol and Policies

	PAGE
<a href="#"><u>Tuberculin Skin Test (TST) Certification</u></a>	<b>2</b>
<a href="#"><u>TST Candidate Qualifications</u></a>	2
<a href="#"><u>TST Certification Guidelines</u></a>	2
<a href="#"><u>TST Recertification</u></a>	2
<a href="#"><u>TST Workshop</u></a>	<b>2</b>
<a href="#"><u>MDHHS TB Control Unit Guidelines</u></a>	2
<a href="#"><u>MPHI Guidelines</u></a>	3
<a href="#"><u>TST Workshop Guidelines</u></a>	3
<a href="#"><u>TST Instructors</u></a>	<b>3</b>
<a href="#"><u>TST Instructor Candidate Qualifications</u></a>	3
<a href="#"><u>TST Instructor Guidelines</u></a>	3
<a href="#"><u>Applying to Become a TST Instructor</u></a>	4
<a href="#"><u>TST Recertification for Instructors</u></a>	4
<a href="#"><u>Renewing TST Instructor Status</u></a>	5
<a href="#"><u>Train the Trainer (TTT) Workshop</u></a>	<b>5</b>
<a href="#"><u>Master Regional Trainers (MRTs)/TTT Instructors</u></a>	<b>5</b>
<a href="#"><u>MRT Candidate Qualifications</u></a>	5
<a href="#"><u>MRT/TTT Instructor Guidelines</u></a>	5
<a href="#"><u>Applying to Become an MRT/TTT Instructor</u></a>	5
<a href="#"><u>TST Recertification for MRTs/TTT Instructors</u></a>	6
<a href="#"><u>Renewing TST Instructor Status for MRTs/TTT Instructors</u></a>	6
<a href="#"><u>Waivers</u></a>	<b>6</b>
<a href="#"><u>Fast Track Recertification</u></a>	<b>6</b>
<a href="#"><u>Fast Track Recertification Qualifications and Information</u></a>	6
<a href="#"><u>Applying for Fast Track Recertification</u></a>	7
<a href="#"><u>Contact</u></a>	<b>8</b>

## TST CERTIFICATION

### *TST Candidate Qualifications*

1. The guidelines for participants have been determined by the Master Regional Trainers (MRTs), who review these guidelines annually.
2. TST candidates must have be health care workers who have experience with injections, universal precautions, sterile technique, and who are responsible for assessing risk of TB in their facility. In addition, they must have at least one of the following credentials: **MD, DO, DDS, PharmD, PharmBS, RPh, NP, PA, RN, BSN, MSN, LPN, EMT, EMT-P, RMA, or CMA**
  - i. If a candidate is a CMA or RMA they will need to prove certification or registration from an accredited institution in order to attend a TST Workshop and receive TST Certification.
    - a. Immediately after registration for a TST Workshop the CMA/RMA candidate must scan and email a copy of the MA certification or registration to [TSTreg@mphi.org](mailto:TSTreg@mphi.org), or fax to (517) 969-5177. Workshop ID#, date, and instructor name should be indicated.
3. If a health care professional desires to become certified by the TST Workshop, but does not meet the criteria listed above, and feels that they should qualify or that their facility has a unique need, they can submit an application for a waiver; see [Waivers](#).
  - i. MAs who are not certified or registered cannot apply for waivers.

### *TST Certification Guidelines*

1. Participants must register for their Workshop using the [Online Portal](#) prior to the start of the Workshop.
2. Participants must complete a post-Workshop survey to receive their certification card and be eligible for consideration of continuing education credits.
  - i. The evaluation is here: <https://www.surveymonkey.com/r/TST2017-18>

### *TST Recertification*

1. Participants must recertify their TST certification every **24 months**.
2. Participants are responsible for making sure that they register to recertify at least **30 days** prior to the expiration date on their certification card(s).
  - i. All participants will receive reminder emails three months and one month prior to expiration date.
3. Participants can only recertify by taking a TST Certification Workshop.

## TST WORKSHOP

### *MDHHS TB Control Unit*

1. The MDHHS TB Control Unit is responsible for:
  - i. Updating the curriculum every year.
    - a. New materials should be released in January of each year.
    - b. Current curriculum can be obtained by instructors in the instructor portal under "Curriculum and Resources."
  - ii. Supplying instructors with TB rulers.

- a. Ruler requests should be sent via email to [MDHHS-TSTWorkshop@michigan.gov](mailto:MDHHS-TSTWorkshop@michigan.gov). Requests must include instructor name, Workshop date(s), number of rulers requested, and shipping address.
    - i. Providing annual all instructor calls.
- 2. The TST Workshop is a product of MDHHS. Content cannot be modified or omitted, but local data and anecdotes may be added through verbal information, and/or written handouts to supplement your Workshop.

*Michigan Public Health Institute (MPHI)*

- 1. MPHI is responsible for:
  - i. Managing the Online Portal.
  - ii. Supplying sign-in sheets to instructors **four business days** prior to a scheduled Workshop.
  - iii. Sending evaluation results to instructors.

*TST Workshop Guidelines*

- 1. Workshops will be considered invalid if they are not registered in the Online Portal; participants will not be certified, and they do not qualify for continuing education.
- 2. MPHI will give TST Instructors a participant sign-in sheet **four business days** prior to a scheduled Workshop, via email.
  - i. At the beginning of each Workshop, participants should sign-in with their signature to provide proof of attendance and verify their email address.
- 3. Participants must register for each Workshop through the Online Portal:
  - i. If a participant shows up at an instructor's Workshop without first registering through the Online Portal, it is the instructors' option to allow or disallow entry into their Workshop.
  - ii. If the participant is allowed to enter, the instructor is expected to instruct the participant to register online by the end of the Workshop time.
  - iii. Participants not registered in the online system will not be awarded certification.
  - iv. Participant registration closes on the **third business day** post-event end date.

**TST INSTRUCTORS**

*TST Instructor Candidate Qualifications*

- 1. Candidates who desire to become a TST Instructor must:
  - i. Have at least one of the following credentials: **RN, LPN, MD, or DO**
  - ii. Have experience in tuberculosis control.
  - iii. Be knowledgeable in all aspects of TB including history, epidemiology, transmission, pathogenesis, diagnosis, treatment, and prevention.
  - iv. Have experience administering, reading and interpreting TB skin tests.
  - v. Be TST Certified for a period of at least **12 months**.

*TST Instructor Guidelines*

- 1. TST Instructors must agree to:
  - i. Present, offer and/or schedule the following minimum numbers of TST Workshops within **24 months** (either certification or recertification):

- a. **Four** Workshops, **two** of which must be open to the public, or
  - b. **Six** Workshops closed to the public.
- ii. Receive support for presenting the Workshop, including the cost of Workshop supplies, from employer and/or sponsoring agency.
- iii. Request rulers from MDHSS TB Control Unit ([MDHSS-TSTWorkshop@michigan.gov](mailto:MDHSS-TSTWorkshop@michigan.gov)) at least **30 days** in advance of the Workshop.
- iv. Login to the Instructor Portal to ensure your teaching material is up to date.
- v. Register every potential Workshop through the Online Portal, found here: [www.TSTMichigan.gov](http://www.TSTMichigan.gov), whether open or closed to the public, at least **30 days** before the Workshop date (unless a special circumstance arises and MPHI provides prior approval).
- vi. Upload completed sign-in sheets with scores and pass/fail indication to the Online Portal within **five business days** of the Workshop end date.
  - a. Scores must be entered as a percentages
- vii. Follow Workshop timeframes and procedures, i.e., 4-4.5 hours in length in Workshop where all components are taught in the classroom (pre-test, PowerPoint, post-test, video, practicum).
- viii. Provide participants with an information sheet that has the link to the post-event evaluation.
  - a. Evaluation summaries will be sent to instructors after each Workshop.
- ix. Participate in the annual instructor web conference call to receive Workshop updates and provide feedback.
- x. Remain up-to-date and current with TB information by attending TB conferences, reading TB articles, and/or watching TB webinars when able.
- xi. Remain TST certified and renew TST Instructor status (see [TST Recertification for TST Instructors](#) and [Renewing TST Instructor Status](#)).

#### *Applying to Become a TST Instructor*

1. In order to become a TST Instructor, one must:
  - i. Complete the CDC Core Curriculum
  - ii. Complete the online Bio/COI survey
  - iii. Email the following three items to [TSTreg@mphi.org](mailto:TSTreg@mphi.org) within **14 calendar days** of the TTT Workshop:
    - a. Completed TST Instructor Application Form
    - b. Proof of TST certification
    - c. Proof of CDC Core Curriculum completion
  - iv. Successfully complete a TTT Workshop with a MRT (Master Regional Trainer).

#### *TST Recertification for Instructors*

1. Instructor TST certifications expire **24 months** from date of last certification. TST Instructors are responsible for making sure that they recertify prior to the expiration date on their TST certification card. All instructors will receive reminder emails from MPHI three months and one month prior to certification expiration date.
2. TST Instructors can recertify their TST certification in one of the following two ways:
  - i. Take a TST recertification Workshop

- ii. FastTrack Recertification, if eligible (see [FastTrack Recertification](#) section for more information).

#### *Renewing TST Instructor Status*

1. In order to renew TST Instructor status, TST Instructors must:
  - i. Re-take the TTT Workshop every **24 months**
  - ii. Submit the following two forms within **30 days** of the TTT Workshop:
    - a. Updated TST Instructor Application Form
    - b. Complete the online Bio form and COI survey

#### **TRAIN THE TRAINER (TTT) WORKSHOP**

1. The TTT Workshop is a product of MDHHS. Content cannot be modified or omitted, but local data and anecdotes may be added through verbal information, and/or written handouts to supplement your Workshop.
2. The TTT Instructor (MRT) will be given a participant sign-in sheet by MPHI **four business days** prior to a scheduled Workshop, via email. These sign-in sheets are to be used during the Workshop registration process for the participant to add their signature for proof of attendance and to verify pre-printed information.
3. All TTT Workshops must be open to the public.

#### **MASTER REGIONAL TRAINERS (MRTs)/TTT INSTRUCTORS**

##### *MRT Candidate Qualifications*

1. Candidates who desire to become an MRT must:
  - i. Meet all requirements to be and remain a TST Instructor.
  - ii. Be a current and active TST Instructor that is responsible for training others in both TST Certification and TTT Workshops.
  - iii. Have taught TST Workshops for a minimum of **24 months** prior to becoming a MRT.

##### *MRT/TTT Instructor Guidelines*

1. MRTs must agree to:
  - i. Serve on the steering committee (MRT Board) for the TST Workshop and participate in major decisions including waivers, changes in policies, and approving new MRT applications.
  - ii. Participate in at least 75% of the scheduled MRT and Instructor web conference(s) in order to receive updates and to provide feedback to the TB Control Unit.
  - iii. Educate all potential and current TST Instructors about TST protocol and policies.

##### *Applying to Become an MRT/TTT Instructor*

1. In order to become an MRT the TST Instructor must email the following documents to [TSTreg@mph.org](mailto:TSTreg@mph.org):
  - i. Resume or CV that shows experience in TB control
  - ii. Master Trainer Application

- iii. Online Bio and COI survey
- iv. Proof of TST certification

*TST Recertification for MRTs/TTT Instructors*

1. As with TST certified individuals, TST certifications expire **24 months** from date of last certification for MRTs. MRTs are responsible for making sure that they recertify prior to the expiration date on their TST certification card. All instructors will receive reminder emails from MPHI **three (3) months** and **one (1) month** prior to certification expiration date.
2. MRTs should recertify through FastTrack Recertification.

*Renewing TST Instructor Status for MRTs/TTT Instructors*

1. In order to renew TST Instructor status MRTs must:
  - i. Re-take the TTT Workshop every **24 months**
  - ii. Submit the following two forms within **30 days** of the TTT Workshop:
    - a. A new *TST Instructor Application Form*
    - b. Complete the online Bio/COI survey

**WAIVERS**

1. Waivers can be requested by a participant who does not meet the current approved credentials. The requestor would need to prove a specific need for the waiver in their area.
2. Medical Assistants (who are not CMAs or RMAs) will no longer be considered for waivers to be TST Certified.
  - i. To apply for a waiver, individuals must send the following via email to [tstreg@mphi.org](mailto:tstreg@mphi.org)
    - a. Letter of request, on agency or company letterhead, justifying the need for the waiver
    - b. Resume or CV of the individual
    - c. Written letter of support from company administration, supervisor and/or a current TST Instructor or MRT
3. MPHI will send the waiver request to MDHHS TB Control Unit. If the request seems acceptable, it is passed to the MRT Board for final review. The majority of the MRT Board must rule before a final decision is made.

**FAST TRACK RECERTIFICATION**

*Fast Track Recertification Qualifications & Information*

1. In order to qualify for Fast Track Recertification the TST Instructor must complete the following:
  - i. Be knowledgeable in nursing principles and scientific methods and read required updates on TB.
  - ii. During the previous **24 months** the TST Instructor must have taught a minimum of:
    - a. **Four** Workshops, **two** of which must have been open to the public, or
    - b. **Six** Workshops closed to the public.
  - ii. Note that combined TST/TTT certification courses do not count as separate Workshops.
2. The TST Instructor candidate for Fast Track Recertification:

- i. Is not required to take a TST Workshop in person
- ii. Will be sent a new Instructor Certification Card by MPHI electronically.

*Applying for Fast Track Recertification*

1. In order to apply for Fast Track recertification the TST Instructor must email the following completed forms to [TSTreg@mphi.org](mailto:TSTreg@mphi.org):
  - i. Instructor Feedback For
  - ii. TST FastTrack Recertification Form

CONTACT

**Questions Regarding the TST Workshop**

<b>Questions Regarding</b>	<ul style="list-style-type: none"> <li>• Approval of Workshops</li> <li>• Daily management of registration</li> <li>• Provide Sign-in sheets for instructors</li> <li>• Reconcile Workshop post-event</li> <li>• Email certification cards and any applicable continuing education</li> <li>• Instructor/MRT/Participant questions and requests</li> <li>• Collect and review waiver requests</li> </ul>	<ul style="list-style-type: none"> <li>• Rulers and other workshop supplies</li> <li>• TST Workshop content (PowerPoint) and material</li> <li>• MIOSHA and CDC recommendations for TST certification</li> </ul>
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**Questions Regarding Tuberculosis:  
MDHHS Tuberculosis Program Staff**

<b>Questions Regarding</b>	<ul style="list-style-type: none"> <li>• Unit Management</li> <li>• TB legal powers</li> <li>• Unique lab testing</li> <li>• Local health department support</li> <li>• Immigrant and refugee Health</li> </ul>	<ul style="list-style-type: none"> <li>• TB program evaluation</li> <li>• TST workshop &amp; other educational activities</li> <li>• TB occupational testing recommendations</li> <li>• TB testing</li> <li>• Unit communications</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting a TB case</li> <li>• Surveillance and genotyping</li> <li>• EDH</li> <li>• Routine lab testing</li> <li>• Contact investigations</li> <li>• Interjurisdictional transfers</li> </ul>
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