

CONTINUING EDUCATION CLINICAL CHECKOFF SHEET

- All clinical requirements are processed through CastleBranch.** Instructions on how to get your account set up in CastleBranch and get started with your clinical requirements will be provided separately. There is a **\$20.00*** fee to initially set up your CastleBranch account. This is a one-time fee and offers lifetime access, including access to view and print each of your records.
- Background Check** – Processed through CastleBranch. DO NOT order this until you are given the go-ahead by your Clinical Coordinator.
- Drug Screen** – Processed through CastleBranch. You can order this at any time, but do not give the sample until you are given the go-ahead by your Clinical Coordinator.
- Health Insurance** – Submit copy of the front and back of your insurance card. A letter from your insurance company stating the start date of service is acceptable if you do not have a card yet.
- Immunizations** – There is Certificate of Immunization and Tuberculosis Screening form in your CastleBranch account. You may use this form or any other form with proof of vaccination for each immunization. You must renew your TB screening every 12 months and your tetanus immunization every 10 years, while in clinical rotations. Immunizations required:
 - Polio – 3-4 doses, depending on vaccine given
 - MMR – 2 doses or a titer
 - Varicella/Chicken Pox – 2 doses or a titer only
 - Hepatitis B – 3 doses or a titer
 - Tuberculosis (TB) – 2-step PPD (if it's been more than 15 months), 1-step PPD, blood test, or x-ray are acceptable; good for 12 months (x-rays good for 5 years)
 - Tetanus – any tetanus vaccine; good for 10 years
 - Meningitis – booster at age 16 or older
 - Influenza (Due Nov 1 of each season)
- COVID-19** – Submit documentation of your COVID-19 vaccination(s). All required doses must be complete before submitting documentation.
- CPR Certification** – Submit a copy of front and back of card. **American Heart Association's Basic Life Support (BLS) CPR is the only CPR accepted for clinical rotations.**
- Physical Examination** – Page 6 of the Health Record Form may be used. However, any physical examination within the last 12 months may be submitted if it has signed by a Healthcare Provider.
- Health Record Form** – Packet is provided in your CastleBranch account. Fill out and submit pages 1-3.

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- **Carilion Orientation and Restraint Check-off** – Link will be provided via email, with complete instructions. These must be renewed every 12 months.
 1. Carilion Student Orientation Record & Restraint Check-off
 2. Access & Confidentiality Agreement
 3. Student Program Participation Agreement
 4. EMR (Epic) Form

- **Bridges** – Bridges is a module inside CastleBranch that is used by some HCA Healthcare hospitals (LewisGale Medical Center (Salem), LewisGale Montgomery, LewisGale Alleghany, and LewisGale Pulaski) to process students' on-boarding materials. The cost for this module is **\$10.00** for 12 months' access. You will be given the code for this module separately from the others and only if/when it is needed for a clinical rotation.

Break down of Costs:

CastleBranch Account Set-Up:	\$20.00
Full Background Check:	\$66.00
Drug Screen:	\$40.00
Bridges (if required):	\$10.00

Clinical Clearance Coordinator

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