

CLINICAL CHECKOFF SHEET
Healthcare Administration Programs

- All clinical requirements are processed through CastleBranch. See attached instructions on how to get your account set up in CastleBranch and get started with your clinical requirements.** You have lifetime access, including access to view/print each of your records.
- Background Check** – is processed through CastleBranch. DO NOT order this until you are *within approximately 30 days* of your first clinical rotation (or within a timeline given to you by your clinical program).
- Drug Screen** – is processed through CastleBranch. You can order this at any time, but the sample must be given *within approximately 30 days* of your first clinical rotation.
- Immunizations** – Submit proof of each immunization. Immunizations required:
 - MMR – 2 doses or a positive titer
 - Varicella/Chicken Pox – 2 doses or a positive titer only
 - Hepatitis B – 3 doses or a positive 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
 - Polio – 3-4 doses, depending on vaccine given or a positive titer
 - Meningitis – booster at age 16 or older
 - Influenza (Due Nov 1 of each season)
- COVID-19** – As of fall 2021, Radford University requires all students that will attend in-person (at any time during their program, which includes practicums or internships) to have their COVID-19 vaccination(s). Some clinical sites may also require it, so we collect the documentation in CastleBranch.
- 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.**
- 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.
- Physical Examination** – There is a form provided in your CastleBranch account if you would like to use it. 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.

Break down of Costs*

CastleBranch Account Set-Up:	\$ 20.00
Full Background Check:	\$ 66.00
Drug Screen:	<u>\$ 40.00</u>
	\$126.00