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.

Authorization Form for Clinical Sites – Download form from CastleBranch, fill out and sign, and Upload completed form. This will allow your Clinical Staff to share required information with clinical sites as requested.

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) 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.

Carilion Orientation and Restraint Check-off – Link will be provided via email or in-person, with complete instructions. These must be renewed every 12 months.

- Carilion Student Orientation Record & Restraint Check-off
- Access & Confidentiality Agreement
- Student Program Participation Agreement
- 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 (each): $40.00
Bridges: $10.00

Clinical Clearance Coordinator

Tracy Jones
Radford University Carilion
101 Elm Avenue SE
Student Affairs Suite, Room 424
Roanoke, VA 24013-2222
tjones105@radford.edu
Phone: (540) 985-8501
Fax: (540) 985-8001