



Clinical/Practicum Compliance Requirements  
Co-Op Program  
Incoming Clinical Students

Please use this form as a guide, as all aspects must be completed **prior** to attending clinical/practicum.

**Screenings**

Log into CastleBranch to create a compliance profile using the program code you receive via email. **Use your Drexel email address and University ID to create your profile.**

**The screening results must on file one month prior to the start of the clinical assignment.** In order to become compliant prior to your clinical/practicum, you must initiate the screening process four months prior to the clinical/practicum start date. This will give you ample time to receive your results.

The required clearances are as follows:

- **FBI Fingerprint**
- **State Criminal Background Check**
- **Child Abuse Clearance**
- **Drug Screen**

CastleBranch Customer Service can answer any technical questions regarding your documents. You can contact them at 888-723-4263.

**Always check your profile to ensure the screening process is moving forward.**

**Physical Exam and Immunization Forms**

You will need to have documentation of a physical exam completed within the last 12 months. Students are required to complete the official CNHP Immunization Record and Physical Examination Form.

This process may take one to two months to fully complete so please begin the process promptly by scheduling an appointment, downloading the documents, and having them ready before your scheduled appointment.

*\*If you have not started the Hepatitis B series this will take up to seven months to complete, so it is highly recommended that you begin ASAP.\**

Required immunizations are as follows:

- **Two-Step PPD** (with negative results) within the last year OR **Interferon Gamma Release Assay (IGRA)**
  - The PPD will need to be current for the time you are in clinical/practicum. (If you have had a Two-Step in the past year, you would need an annual One-Step PPD to be cleared.)
- **Tdap** vaccine (within the last 10 years)
- **MMR:** proof of the two-vaccine series **and** positive titers showing immunity for each of the following: Measles, Mumps, and Rubella (lab report required)
- **Varicella:** proof of the two-vaccine series **and** a positive blood titer showing immunity (lab report required)
- **Hepatitis B:** three vaccines **and** a positive titer showing immunity- lab report required (positive titer mandatory)

Seasonal Influenza Form (Documentation must be submitted by October 1<sup>st</sup> annually. This is required for all Fall, Winter and Spring clinical/practicum rotations.)

HIPAA Training

BioRaft/Online Safety Training

CPR Certification Must be the **American Heart Association- BLS for the Healthcare Provider or RQI**

Emergency Contact Form

Plagiarism Document Certificate

Student Handbook Verification Receipt



**You may print this checklist and use it as a guide throughout the compliance process.**

ITEM	DATE COMPLETED
CNHP Immunization Record and Physical Examination Form	
Seasonal Influenza Form (Documentation must be submitted by October 1 <sup>st</sup> annually. This is required for all Fall, Winter and Spring clinical/practicum rotations.)	
FBI Fingerprint	
State Criminal Background Check	
Child Abuse Clearance	
Drug Screen	
HIPAA Training	
BioRaft/Online Safety Training	
CPR Certification (signed copy of front and back of cpr certification card)	
Emergency Contact Form	
Plagiarism Document Certificate	
Student Handbook Verification Receipt	