



UNC
SCHOOL OF MEDICINE

Physical Therapy Clinical Education Requirements Process for Verification

Welcome! We are excited that you will be joining us this fall in the Doctor of Physical Therapy program in the Department of Health Sciences within the School of Medicine.

Clinical sites require detailed documentation of student vaccination and/or disease history prior to beginning a rotation at their facility. UNC Campus Health Services provides these procedures during the regular semester for reasonable fees. It is the responsibility of the student to be aware of these requirements and supply documentation to the program as required. If a clinical site has additional requirements, it is the responsibility of the student to complete these requirements in a timely fashion prior to the clinical and to provide the documentation to the clinical site. An explanation of the standard immunization and infection control requirements is given below.

- ❑ **Immunizations*** - You will be required to submit an Immunization and Health History Form to Campus Health Services. Login to your ConnectCarolina Student Center, click on the General Items To Do List Item, and click on the Immunization Health History link for requirements and instructions on completing the form. If you have difficulty, please contact Campus Health: 919-966-2281/immunizations@unc.edu or visit their website: <https://campushealth.unc.edu/>
- ❑ **Health Insurance*** – UNC requires all students to maintain their own health insurance during clinical rotations. The University also now has a mandatory health insurance requirement. If you cannot prove that you have valid health insurance, you will be charged a health insurance fee. You must also provide a copy of your current, valid insurance card **annually** prior to each clinical rotation.
- ❑ **CPR Certification*** – Documentation of CPR training is required. American Heart Association certifications are acceptable. A photocopy of a current, signed CPR card is adequate to verify certification. Students must be certified throughout the duration of each of the clinical rotations. UNC requires basic adult CPR, but some clinical sites also require infant, child and choking modules. Check with local health care facilities and chapters of the American Heart Association: <https://www.heart.org/>
- ❑ **Criminal Background Checks*** – You will be required to have a criminal history database check upon admission to the program, and **annually** thereafter. The check will be done in each state in which you have lived in the past 7 years or back to the age of 18 years. The cost of the criminal history checks will be the responsibility of the student. Additionally, some clinical sites may require additional screens or more recent criminal background checks which are also the financial responsibility of the student. A history of certain criminal offenses may prohibit your ability to complete the clinical requirements of the program. Please contact the Director of Clinical Education with any questions or concerns.

In addition to the University's immunization requirements, you will be required to upload documentation of immunizations, Health Insurance, CPR Certification, and Criminal Background Checks (starred items above) through CastleBranch, a company that the Department of Health Sciences uses to track clinical requirements.

CastleBranch is a company that UNC uses to track requirements students must have to be placed in clinic (Criminal Background Checks, required Immunizations, and Drug Tests for some placements). Go to <https://portal.castlebranch.com/UE11> to begin.

- **Immunization Tracker** – You can order multiple items on the same profile. Select **Physical Therapy** and the item: “**UE15im: Immunization Tracker**” to order your Immunization Tracker and upload all your immunizations and trainings required for your program. The Immunization Tracker costs \$30.00 but you will not be required to update that annually and will be able to keep your profile for the duration of the program and beyond. Be mindful that you may be asked to upload documentation in more than one location. For example, if you have a single sheet of paper that includes documentation of multiple immunization/training requirements, it will need to be uploaded in each queue that asks for that documentation (e.g., evidence of MMR shots in childhood need to be uploaded in the section documenting Measles, Mumps and Rubella - or 3 different places).
- All requirements are described here. When timing is relevant, (e.g., annual flu shot and TST) that is also described by each requirement. Below are the guidelines that we have established with CastleBranch for immunization requirements:
 - **Measles, Mumps & Rubella (MMR)**
 - One of the following is required:
 - Two doses of MMR at least 28 days apart after 12 months of age
 - Two doses of Measles AND two doses of Mumps at least 28 days apart after 12 months of age AND one dose of Rubella after 12 months of age
 - Laboratory proof of immunity (blood titer) to Measles/Mumps/Rubella (lab report required).
 - If a series is in process, submit where you are, and a new alert will be created for you to complete the next step in the series. If titers are negative or equivocal, a new requirement will be created for you to repeat the MMR series with at least 28 days between each dose. No follow-up titer is required.
 - **Tetanus, Diphtheria, & Pertussis (Tdap)**
 - Submit documentation of at least 3 doses of Tetanus/Diphtheria/Pertussis within your lifetime; one of which must be a Tdap booster.
 - After which, The renewal will be set for 10 years, at which time a Tetanus (Td or Tdap) booster is required.
 - **Varicella (Chicken Pox)**
 - One of the following is required:
 - 2 documented Varicella vaccines given at least 4 weeks apart
 - Laboratory proof of immunity (blood titer) to Varicella (lab report required). If the titer is negative or equivocal, a new alert will be created for you to receive the Varicella series with the doses at least 4 weeks apart. A follow up titer is NOT required.

- If the series is in process, submit where you are, and a new alert will be created for you to complete the series.
- History of disease is **NOT** acceptable for any Health Science Student.
- **Hepatitis B**
 - Both of the following are required:
 - 3 documented Hepatitis B vaccines or a 2 dose Heplisav-B series **AND**
 - A positive (>10 mIU/mL) serological **quantitative** Hepatitis B surface antibody titer (HbsAB) (lab report required).
- **Polio**
 - Persons over the age of 18 are exempt from this requirement. Are you younger than the age of 18? If **yes**, submit documentation of the completed primary series. There must be a record of at least 3 vaccinations. If **not**, this requirement will be marked complete.
- **Influenza**
 - UNC Health Care requires that all healthcare personnel receive the influenza vaccine yearly. Submit documentation of a flu shot administered in the early fall of the current flu season (Flu vaccines are typically available after Labor Day of each year). We ask that you complete this requirement by 10/15 annually.
- **Covid-19**
 - As of August 1, 2021, the University of North Carolina at Chapel Hill does not require the COVID-19 vaccine. UNC Health Care and many clinical partners will require the COVID-19 vaccine. On the Immunization Tracker, you will be asked the following question:
 - Have you received the COVID-19 vaccination (Johnson & Johnson vaccine or Moderna or Pfizer vaccines)?
 - If you have received a vaccine, please respond 'yes' and upload verification. If 'no' please select 'no or do not wish to disclose'. If 'Intend to seek medical or bona fide religious exemption' you will be asked to upload proof of medical or bona fide religious exemption using the appropriate form.
- **Tuberculosis (TB Screening)**
 - **TB blood test (e.g. QFT or Tspot) or TB skin tests are acceptable). The TB blood test requires one visit. If you received the blood test, you should continue to receive the same blood test yearly, if the previous result was negative. If opting for the TB skin test, see below.**
 - If you opt for a TB skin test your first year, you will be required to receive a 2 Step TST test (4 doctor visits required) but the following years you are only required to receive a 1 step TB Skin Test (2 visits required).
 - The 2-step TST (Tuberculin Skin Test), must be performed within the United States, within the last 12 months. The 2nd TST must be placed 1-3 weeks AFTER the 1st TST read date.
 - If the 1st or 2nd TST is $\geq 5\text{mm}$ OR if you have a history of a past positive TST screening test, this requirement will be REJECTED and you will be referred to your school administrator for approval. All students that present

a TST reading of 5mm or greater are required to have a TB evaluation appointment at Campus Health. There is no charge for the actual visit unless lab work or x-rays need to be done. Please call 919-966-2281 ext. 2 and request an appointment for a TB evaluation. (Please be sure to notify the scheduling staff that this is a requirement for matriculation).

- The renewal will be set for 1 year. Upon renewal one of the following is required:
 - A blood test or a 1 Step TB Skin Test (the same type of test from the previous year is recommended) OR
 - If previous positive results, a TB questionnaire will be required.
 - Note: Upon renewal, you will not be rejected and referred to your school administrator so long as your initial TB requirement was approved by a school administrator.

- **Background Check Order Confirmation**
 - Submit your Background Check Order Confirmation page. Renewal will be set for one year to order a new Background Check.

- **FERPA/Sharing Information**
 - Please verify that you grant the school permission to release the last four of your social security number, birth date, permanent address, background check, and other personal information to clinical facilities as may be required to meet the requirements of the facility for assigned clinical rotations.

- **Criminal Background Check** - When you are ready to begin, please follow the link: <https://portal.castlebranch.com/UE11> then, select the red button that says, “**Place Order.**” You will then be given the option to select your program from a drop-down menu. You will want the package named, “**UE15bg: Background Check,**” from the Physical Therapy drop down choice. If you have already placed an order in CastleBranch, log into your account and enter in the code “**UE15bg**” to order the background check. Please only select this package if you have only lived in the United States. If you have lived outside the US, order the package titled, “UE15int: International Background Check.” At the completion of this process, you will be asked to give a credit card number to cover the \$25.50 charge. There may be an additional \$25.00 charge for international students. **You are required to update your background check annually by going to CastleBranch and ordering a new one with the same code: UE15bg**

- The Background Check through CastleBranch covers the following:
 - Statewide Criminal Search – North Carolina
 - 7 Year County Criminal Search – Counties Outside of North Carolina
 - Nationwide Federal Criminal Search
 - Nationwide Sex Offender Index
 - Nationwide Healthcare Fraud & Abuse Scan
 - Social Security Alert
 - Residence History
 - Includes a search of all counties of residence within the past 7 years, outside of NC

- **Health Insurance**
 - Provide a copy of your current health insurance card or proof of coverage – with dates of coverage. If dates of coverage are not on your card, you must also submit a document from your insurance company stating the dates of coverage demonstrating you have health insurance throughout the dates of your clinical.
 - Renewal date will be set based on the expiration of the card or will be assigned as 1 year from card issue date.

- **CPR Certification:** Documentation of CPR training is required. [American Heart Association](#) certificates are the only acceptable course. A photocopy of a current, signed CPR card is adequate to verify certification. Students must be certified throughout the duration of their time in the program. Check with local health care facilities and chapters of the American Heart Association for courses.

- **OSHA Website:** <http://ehs.unc.edu/training/self-study/>
 - You will need an onyen and password or your PID and DOB to take the post-tests.
 - **In order to meet the OSHA Requirement, you must complete the following trainings and Post-Tests under the CLINIC section:**
 - Course # 4140 Bloodborne Pathogens
 - Course #4130 Tuberculosis Awareness and Infection Control
 - Course #1700 Joint Commission and Emergency Preparedness Refresher for the Clinic Environment
 - Course # 62104 Respiratory Protection for Tuberculosis
 - **After completing, upload your passing test results for each training (70% or higher) and submit to the OSHA requirement on CastleBranch.**

- **HIPAA Website:** <https://apps.fo.unc.edu/ehs/training/hipaa/>
 - **Access the training by clicking on the large blue box that says, “Take the Required HIPAA Training: General Privacy & Information Security”**
 - You will need an onyen and password to complete this training
 - **After completing, upload the certificate to HIPAA requirement in CastleBranch demonstrating that you have “successfully completed” the online presentations.**

- **Estimated Costs for CastleBranch**
 - Criminal Background Check - **\$25.50** (to be completed annually) Code: **UE15bg**
 - Background Check for International Students in addition to the above Criminal Background Check - \$25.50 (annually)
 - Medical Document Manager (Immunization Tracker) - **\$30.00** Code: **UE15im**
 - Drug Testing (only for certain clinical sites)
 - Complete through: CastleBranch \$45.00 (13-panel drug test with the code: **UE15dt**)

- **Having Trouble?** If you have questions or any problems with your immunizations on the CastleBranch website, please contact Kayla Gardner at kayla_gardner@med.unc.edu or the Director of Clinical Education, Jennifer Cooke at uncdptclined@med.unc.edu

- If you are experiencing technical difficulties with CastleBranch, please contact Customer Service at 888-723-4263.

Requirements	First Year	Second Year	Third Year
Background Check	✓	✓	✓
Immunization Tracker	✓	✗	✗
Flu Shot	✓	✓	✓
TB Test	Two-Step or IGRA Blood Test ✓	One-Step or IGRA Blood Test ✓	One-Step or IGRA Blood Test ✓
HIPAA & OSHA Training			
Insurance Verification	✓	✓	✓
CPR	✓		<u>*CPR Training is good for 2 years, check the date of expiration on your certificate or card</u>

*Here is a quick guide for you to view what is required each year while you are in the DPT program. I want to point out that although you do not have to order a new Immunization Tracker package each year that does NOT mean you are not responsible for keeping your immunizations up to date.

MANAGEMENT OF STUDENT INFORMATION

The Director of Clinical Education of the Division of Physical Therapy will have access to all information. Management of student information will be completed by the online system, CastleBranch. The one-time cost of utilizing this management system is the responsibility of the student. It is the responsibility of the student to upload all required documentation into the CastleBranch system. CastleBranch will also be utilized for completion of criminal background checks and coordination of any necessary drug screens. CastleBranch will then maintain student records indefinitely and the student will be able to access these documents as needed.

Prior to clinical rotations, the Division of Physical Therapy faculty or staff will send to the student's clinical site a CastleBranch immunization document consisting of: immunization documentation, required training documentation, a copy of the student's CPR training card, and a copy of the student's health insurance card. Students will be required to disseminate their criminal background report upon request by the individual clinical site. In addition, any positive findings on criminal background checks must be reported to all clinical sites where the student has clinical rotations. If a clinical site requires a drug screen, it is the responsibility of the student to disseminate the drug screen results to the clinical site.

Please contact the Director of Clinical Education with any questions.