Castle Branch Screening Process for Occupational Therapy Students

In order to advance to the professional phase of the occupational therapy program, students must successfully complete all pre-professional courses according to the academic standards, as well as provide proof that you have met all the background, security, medical and shadowing requirements established.

The deadline for completing all of these requirements, except the CPR, is December 1st of your third year in the program. The CPR requirement is due January 31st.

Maintaining records of your credentials and being able to produce, on demand, the evidence of your current and valid training and clearances is a professional responsibility and expectation of every health care professional. Due to the sequential nature of the curriculum, inability to continue to the professional phase would delay your progress in the occupational therapy program for one full year.

The Department of Occupational Therapy has an affiliation with Castlebranch.com, to ensure completion and management of all educational, professional and personal information for students.

As students fulfill the requirements, students are responsible for uploading the records via the secure database, which can be viewed by the student at any time.

As the requirement review process can be time intensive, you are encouraged to set-up your profile and begin submitting/uploading requirements NOW.

The secure record scan process occurs via Castle Branch, where students establish an individual profile, and complete and submit evidence of all their professional phase requirements. This system also provides alerts and reminders of any requirements/records that require immediate attention or that are not in compliance with the school requirements.

Student results will be posted directly to their Castle Branch account. Students will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. The department can also securely view your results online with a unique username and password, and verify for future fieldwork placement, as required.

Occupational therapy students will be required to purchase an account via portal.castlebranch.com/DU59, the fall of their third year, and renew annually up until their 5th or 6th year.

To sign up for this service please go to: https://portal.castlebranch.com/DU59

For answers to frequently asked questions please go to: http://go.castlebranch.com/newclientfaq

The following pages detail the breakdown of the screening process and instructions on how to establish your account with Castle Branch. The lists provide brief descriptions of the expected or recommended clearances, certifications and memberships you should have in your portfolio. Be aware that the length of time a requirement is valid can vary and it is your responsibility to be sure that you are up to date. Further, fieldwork sites may have their own more stringent regulations that you may need to follow. Always check these expectations with your clinical or site/educator to ensure compliance.
BACKGROUND/SECURITY CLEARANCES:

When establishing your profile via Castle Branch, you will be instructed to obtain the following background/security clearances (please see the last page for information on cost).

<table>
<thead>
<tr>
<th>Requirements obtained through Castle Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT 151 - Pennsylvania Child Abuse History Clearances (CY113) – payable to PA Department of Human Services. Select volunteer, then other, then indicate Duquesne University.</td>
</tr>
<tr>
<td>ACT 34 - Pennsylvania Criminal Record Checks (SP4-164)</td>
</tr>
<tr>
<td>ACT 114 - FBI Criminal Background Checks (fingerprinting) – payable to Cogent</td>
</tr>
</tbody>
</table>

PRE-CLINICAL HEALTH REQUIREMENTS:

In addition to securing the above clearances, Castle Branch will also help track and manage your health requirements. Here is a list of the all the health requirements that will need to be submitted:

*Although you will be submitting your proof of a physical exam and immunizations via Castle Branch, you are also still required to submit this information to Medicat via DU Health Services.*

Please see the Health Services website for their instructions. [http://www.duq.edu/life-at-duquesne/student-services/health-service/pre-clinical-health-requirements](http://www.duq.edu/life-at-duquesne/student-services/health-service/pre-clinical-health-requirements)

<table>
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| Hepatitis B                  | The following is required:  
  - 3 vaccinations AND  
  - A positive antibody titer (lab report required)  
  If your titer was negative or equivocal, new alerts will be created for you to receive one booster vaccine (administered after your titer), and a repeat titer. |
| Varicella (Chicken Pox)      | One of the following is required:  
  - 2 vaccinations OR  
  - A positive antibody titer (lab report required)  
  If your titer is negative or equivocal, new alerts will be created for you to repeat the series (two vaccinations received after your titer), and a repeat titer. |
| Measles, Mumps and Rubella (MMR) | One of the following is required:  
  - 2 vaccinations AND  
  - A positive antibody titer (lab report required)  
  If your titer is negative or equivocal, new alerts will be created for you to receive one booster vaccine. |
| Tetanus (TDap)               | Submit documentation of a Tetanus, Diphtheria, and Pertussis (TDaP) vaccination, administered within the past 10 Years. The renewal date will be set for 10 years from the date administered |
| Influenza                    | Submit documentation of a vaccination administered during the current flu season (September – March). If you are unable to receive the vaccination, please upload a declination signed by a medical professional. *Please note that certain fieldwork sites may REQUIRE a flu shot during flu season and a declination waiver is not acceptable.  
  The renewal date will be set for 12/1 annually. |

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**Tuberculosis (TB)**

One of the following is required:
- 2 negative TB skin tests given within the past year OR
- Negative IGRA OR
- If positive results, submit a clear chest x-ray (lab report required).

**RENEWAL:** The renewal date will be set for 1 year from the most recent test.

Upon renewal, one of the following is required:
- 1 negative TB skin tests given within the past year OR
- Negative IGRA OR
- If past positive result, submit a clear chest x-ray (lab report required).

For example: If step 1 was administered on September 10, 2016 and step 2 was administered on September 30, 2016, your renewal test should take place **BEFORE** September 10, 2017.

A lapse in over a year will require a new 2 step process.

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**Physical Exam**

Submit a copy of your completed physical exam. Physical MUST be completed on the 3-page school form, be signed by a medical professional, and dated within the past 12 months for approval.

**Please make sure you sign where it indicates for student signature.**

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**MISCELLANEOUS REQUIREMENTS:**

Also, *Castle Branch* has a document management system, which we use to track and manage all Occupational Therapy requirements. Here is a list of all the other requirements that will need to be submitted to Castle Branch only:

<table>
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<tr>
<td><strong>CPR Certification</strong></td>
<td>Submit documentation of your current CPR certification. Documentation must be directly from the American Heart Association and must be the Healthcare Provider course. The front AND back of the card must be submitted at the same time, and the “Holder's Signature” line on the back of the card must be signed. The renewal date will be set based on the expiration of your certification.</td>
</tr>
<tr>
<td><strong>Verification of Health Insurance</strong></td>
<td>Submit a copy of your current Health Insurance card OR a proof of coverage from your provider. The copy of your card must be both front and back submitted at the same time.</td>
</tr>
<tr>
<td><strong>HIPAA Certification</strong></td>
<td>Submit your DU HIPAA training certificate. Certificate must be signed by the student. (requirement will be met in OCCT416 Fundamentals or OT Overview)</td>
</tr>
<tr>
<td><strong>OSHA Certification</strong></td>
<td>Upload the DU OSHA/Safety training letter to this requirement. (requirement will be met in OCCT416 Fundamentals or OT Overview)</td>
</tr>
<tr>
<td><strong>DU OT FW Manual Acknowledgement Form</strong></td>
<td>Upload your signed AND dated OT FW Manual acknowledgement form.</td>
</tr>
<tr>
<td><strong>RSHS Performance Indicators</strong></td>
<td>Upload your signed AND dated RSHS Performance Indicators form.</td>
</tr>
<tr>
<td><strong>Proof of Shadowing Hours</strong></td>
<td>Upload your Proof of Shadowing Hours form. There must be a minimum of 60 hours shadowing an OTR practitioner.</td>
</tr>
<tr>
<td><strong>Proof of AOTA Membership</strong></td>
<td>Upload your AOTA Membership card to this requirement. Renewal will be set based on the expiration of the card.</td>
</tr>
</tbody>
</table>

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Castle Branch Packages and Pricing

**DU59 – for 3rd year students:**
Background Check + Fingerprint + Abuse + Compliance Tracker INITIAL CHECK
- $60.00 to Castle Branch
- $10.00 to PA Dept of Human Services & $25.75 to Cogent

**DU59r – for 4th, 5th and 6th year students:**
Background Check + Fingerprint + Abuse RECHECK $25.00 to Castle Branch
- $10.00 to PA Dept of Human Services & $25.75 to Cogent

**DU59dt – For Drug Test Only – for applicable students**
- $40.00 to Castle Branch

To place your order go to:

You will create a secure myCB account. From within myCB, you will be able to:

- View order results
- Manage requirements
- Complete tasks
- Upload documents
- Place additional orders

Please have ready personal identifying information needed for security purposes. The email address you provide will become your username.

Contact Castle Branch at: 888.914.7279 or servicedesk.cu@castlebranch.com

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