

CLINICAL COMPLIANCE **FAQ** FOR NURSING AND ALLIED HEALTH

What is CastleBranch?

CastleBranch is our partner responsible for organizing your background check, employment verification, finger printing, drug testing and your online medical document manager (called the “tracker”). The fee is approximately \$188.

How do I submit my documents?

Scan and upload these documents to your “tracker”:

- Physical exam
- Previous and current immunizations (and/or titers)
- Chest x-ray (if you test positive for TB)
- FIT test
- CPR/BLS card (American Heart Association)
- Other documents required by your program

I paid my fee for CastleBranch...now where do I go to get the fingerprints and drug testing?

CastleBranch will provide you with the forms you need for your drug testing and digital finger printing appointments. You must use the vendors specified by CastleBranch.

I already have a CastleBranch account from another school. Do I have to pay for one for Valencia?

Yes. You will have to get a new background check, employment verification, fingerprints, drug test and medical document manager (“tracker”).

I just did a background check, finger printing and drug testing through my employer. Can I use those results instead?

No. You must use the vendors specified by CastleBranch to ensure that the results come to the college.

Where do I go for a physical exam?

You may obtain your physical exam, immunizations and/or titers from your personal physician, a walk-in clinic (such as Centra Care) or the health department. Your physical exam must be less than 1-year-old.

Is there a form I have to use for my physical exam?

Yes. Click on the “Compliance Documents” link on the Orientation and Compliance webpage at <http://valenciacollege.edu/west/health/compliance.cfm>. Look for the 3-page Health and Physical form.

My healthcare provider won't use Valencia's form. What do I do?

Some healthcare providers may prefer to use their own physical exam forms. That is acceptable as long as they provide a detailed description of the physical exam they performed.

(SEE OTHER SIDE)

Where is the list of immunizations I need for compliance?

Page 3 of Health and Physical form. Click on the “Compliance Documents” link on the Orientation and Compliance webpage at <http://valenciacollege.edu/west/health/compliance.cfm>

The complete list of requirements is also on your CastleBranch “tracker”.

What if I cannot document any of my previous immunizations?

In that case, you and your healthcare provider should decide the best option: a series of shots OR titers to test for immunity to Rubella, Rubeola, Varicella, and Hepatitis B.

If the titer results do not prove you are immune, you will be required to start the series with shot #1, and then follow up with the subsequent shots per your healthcare provider’s instructions.

Do I have to have all shots in a series completed by the compliance deadline?

There is no penalty if you are starting a series of shots such as the 2-shot MMR, 2-shot Varicella or 3-shot Hep B.

Just document that first shot and get the others at the times specified by your healthcare provider.

Do I need a chest x-ray?

Only get a chest x-ray if you test positive for TB. Upload the x-ray results to your “tracker”.

If your chest x-ray is more than one-year-old upload results together with the TB Symptom form.

Where do I find the TB Symptom form?

Click on the “Compliance Documents” link on the Orientation and Compliance webpage at <http://valenciacollege.edu/west/health/compliance.cfm>

All these immunizations are expensive. How can I save money?

- Don’t repeat the childhood immunizations that you can document (MMR, Varicella, Hep B).
- Take advantage of the student discount offered by CentraCare for physicals and immunizations.
- Call your health insurance company to ask if they will pay for immunizations.

Can I waive any of the required immunizations or get a religious exemption?

To ensure patient safety, our hospital partners do not allow for immunization exemptions other than the flu shot or the Hep B series. Waivers for the flu shot and Hep B are located on page 1 of the Health and Physical form.

What is a FIT test and where do I get it?

The FIT test is your N95 respirator mask fitting. This is done as part of your orientation activities. There is no fee.

What kind of CPR card to I need?

You must get the Basic Life Support (BLS) Providers card through an American Heart Association provider. Refer to the CPR/BLS information sheet for more information.

Click on the “Compliance Documents” link on the Orientation and Compliance webpage at <http://valenciacollege.edu/west/health/compliance.cfm>