Compliance Requirements for Students in the Communication Sciences and Disorders Graduate Program

For Compliance questions, contact Tammy Jo Edge
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Requirements

- Full Background Check
- 10 Panel Drug Screening
- Clinical Requirements:
  - Health Insurance (annual)
  - Professional Liability Insurance (annual)
  - Influenza Shot (annual)
  - Tuberculosis Two-Step Skin Test (annual)
  - Compliance Form
  - Commitment to Behavioral Standard in Patient Care
  - CPR Certification
  - Discrimination and Harassment Training
  - HIPAA training
- Standards Acknowledgements
  - Handbook
  - CSD Clinic Manual
  - Personal Phone Usage
  - CSD Dress Code
  - Bloodborne Pathogen Exposure Policy

* THESE REQUIREMENTS MUST BE COMPLETED PRIOR TO STARTING CLASSES. THIS WILL BE JUNE 7th FOR THE MAJORITY OF STUDENTS.
If you attended the University of Kentucky as an undergraduate in the CSD department, you will not need to obtain a new background check and drug screening if you previously completed these requirements. You can check to make sure that you have obtained these previously by checking in your Castle Branch profile or your Verified Credentials profile (the old compliance system).

If this applies to you, you will only need to purchase the “Medical Document Manager” and fulfill those requirements in Castle Branch.
How to get started:
Create an account on Castle Branch

University of Kentucky - College of Health Sciences and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

PLACE ORDER
- [http://uky-health.castlebranch.com](http://uky-health.castlebranch.com)
- Select “Place Order”
- Select “College of Health Sciences”
- Select “Communication Science and Disorders – Graduate”
- Select “I need to order my initial Background Check, Drug Test, and Medical Document Manager”
- You will then be directed to review your order, and then enter your personal details.
- The cost is $95
Your background check will begin immediately upon purchasing.

Instructions for your Drug Screening will be provided within your “To Do List” within three business days. You will be able to download the registration form and locate a LabCorp near you to process the specimen. It is your responsibility to make sure that you allow enough time for us to receive the result prior to the start of courses.
Clinical Requirements
Health Insurance

You must provide a copy of your current health insurance card or proof of coverage. (must renew every year)
Professional Liability Insurance

- Students are responsible for obtaining their own liability insurance. Popular insurers include Mercer and HPSO.
- The “Per Incident” amount should be at least 1 million and the “annual aggregate” should be at least 3 million. 2 million per incident and 4 million annual aggregate is also acceptable.
- Typically costs roughly $30-$50 per year.
- Must be renewed annually.
Influenza Vaccination

- You will need to get a flu shot for the **CURRENT FLU SEASON SEPT 1 – MARCH 31**.
  - Any flu shot administered outside of this window for the current flu season will be rejected.
- **This document is due no later than November 1st.**
- Note that this document will look a little different depending on where you get your flu shot.
- (must renew every year)
Compliance Form

You must turn in ALL your immunization records (TB, Hepatitis B, MMR, Varicella, and Tdap) to University Health Services and get the one-page Compliance Form, which looks like this.

You can do this in-person or online.

Appointments may be made by calling 859-323-2778.
You can get your compliance form online by uploading your immunization records to your MyUK health portal.

Go to your MyUK and select “myInfo” and “Student Health.”

You can select “Upload” on the Medicat toolbar and upload your immunization records.

Once your immunization records are uploaded, you will need to email uhsnurse@uky.edu and alert them that the forms have been uploaded and that you need a compliance form.
There is a “Compliance Immunization Worksheet” that will help you prepare all your immunization records.

It can be found by selecting “forms” and then “Health Science Compliance Immunization Worksheet.”

THIS IS NOT YOUR COMPLIANCE FORM. IT IS JUST A TOOL TO HELP YOU PREPARE YOUR DOCUMENTATION.
You must obtain a **TWO-step** TB test. Each year you will have to renew it with a one-step TB test.

For this requirement in your Castle Branch Profile: **UPLOAD YOUR COMPLIANCE FORM AGAIN.** It needs to show your name and the word “compliant” next to “TB Screen.”

(must renew every year)
Commitment to Behavioral Standard in Patient Care

- In Castle Branch, there is a link to this document. Follow this link or click here to go to the document.
- You will need to print, read, and sign this document. Then, scan it and upload it to Castle Branch.
CPR Certification

- Acceptable documents:
  - American Heart Association Basic Life Support OR
  - American Red Cross BLS/CPR for Healthcare Providers
  - Must be an in-person course (not online)
  - A copy of BOTH the front and the back of your card is required and the card MUST be signed.

- More information can be found at the following links:
  - http://www.redcross.org/take-a-class/bls
  - http://cpr.heart.org/AHAECC/CPRAndECC/Training/HealthcareProfessional/BasicLifeSupportBLS/UCM_473189_Basic-Life-Support-BLS.jsp
HIPAA and Discrimination and Harassment Trainings

- Go to [this link](#) and enroll in the Canvas course. (NOTE: You will need your LinkBlue ID and password to do so. If you do not yet have it, you will have to wait until you do.)

- Go to “Assignments.” You will find the HIPAA training presentation and quiz. Before beginning the quiz, carefully read and review all the information in the presentation. When you are familiar with the material, take the quiz. You will have multiple attempts, but you MUST receive a 100% in order to get credit.

- Follow the same instructions for the Discrimination training.

- When both are complete, go to the “Grades” tab. You will then select the “Print Grades” option. Save the document as a PDF (you only need the first page that displays the two grades and your name).

- Upload this PDF for BOTH the HIPAA and Discrimination training requirements in Castle Branch.
The document you upload for the HIPAA and Discrimination training should look like this:

<table>
<thead>
<tr>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUE</td>
</tr>
<tr>
<td>Discrimination and Harassment Policy Acknowledgement Assignment</td>
</tr>
<tr>
<td>HIPAA Test Exam</td>
</tr>
<tr>
<td>ASSIGNMENT</td>
</tr>
<tr>
<td>ATTENDANCE</td>
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<tr>
<td>ESSAY</td>
</tr>
<tr>
<td>EXAM</td>
</tr>
<tr>
<td>EXTRACREDIT</td>
</tr>
<tr>
<td>FINALEXAM</td>
</tr>
</tbody>
</table>
Policy and Standard
Acknowledgments
Policy and Standard Acknowledgements

For each of the following, carefully read and review the pertinent information (some of which you will receive at orientation) and confirm that you have read and understand them.

- Student Handbook
- CSD Clinic Manual
- Personal Phone Usage
- CSD Dress Code
- Bloodborne Pathogen Exposure Policy
Important Notes

- **Pay attention to due dates!** If you do not complete the requirements in time, a hold could be placed on your UK account.

- If Castle Branch rejects one of your submissions, *promptly* address this. They will provide a reason for the rejection. If you still do not understand why a document is not being accepted, you can contact Tammy Jo Edge at tammy.edge@uky.edu

- Occasionally, flu shots get rejected if the flu season is not explicitly stated on the document. It is preferable for the flu season to be written on the document prior to uploading, but this can be overridden by Tammy Jo Edge if necessary. CHECK FIRST to see if this is the reason a flu shot is rejected.