Compliance Requirements

Communication Sciences and Disorders

Undergraduate Program

For Compliance questions, contact Tammy Jo Edge
859 218 0472
Tammy.edge@uky.edu
C.T. Wethington Building Room 111
Requirements

- Full Background Check
- 12 Panel Drug Screening
- Clinical Requirements:
  - Health Insurance (annual)
  - Influenza Shot (annual)
  - Tuberculosis Two-Step Skin Test (initial)
    - One step annual renewal
  - Hepatitis B, MMR, Varicella and Tdap documents
  - Commitment to Behavioral Standard in Patient Care
  - Discrimination and Harassment Training
  - HIPAA training
- Standards Acknowledgements
  - Handbook
  - CSD Clinic Manual
  - Personal Phone Usage
  - CSD Dress Code
  - Bloodborne Pathogen Exposure Policy

* The background check and drug screening MUST be completed prior to the first day of classes in August.

* All other requirements need to be completed by December 15th of the Fall semester, though it is strongly advised to complete them as soon as possible in case problems arise.
Please do NOT place your Castlebranch order until 5/1/2019 or after!

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
Select “Place Order”
Select “College of Health Sciences”
Select “Communication Science and Disorders – Undergraduate”
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 $95.00
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 (annual)
- Commitment to Behavioral Standard in Patient Care
- Influenza Shot (annual)
- Hepatitis B, MMR, Varicella and Tdap documentation
- Tuberculosis Two-Step Skin Test
  - An annual one-step skin test is required after the initial two-step test
Required Immunizations

- Required Vaccines: please obtain documentation from your healthcare provider.
  - TB
  - Hepatitis B
  - MMR
  - Varicella
  - Tdap
- Vaccines can be administered by University Health Services (UHS)
- Appointments may be made by calling 859-323-2778.
Health Insurance

- You must provide a copy of your current health insurance card or proof of coverage. (must renew every year)
Influenza Vaccination

- You will need to get a flu shot for the CURRENT FLU SEASON SEPT 1 – MARCH 31.
- 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)
New Communication Sciences and Disorders students are required to complete an initial two-step TB skin test or equivalent (IGRA).

TB skin tests can be completed at University Health Services. If you have had a TB test within the last year, please bring a copy of the results with you to your appointment.

TB Tests do not have to be completed at UHS, but all TB documentation must be kept and uploaded to your Castlebranch Account.
Commitment to Behavioral Standard in Patient Care

1. In Castle Branch, there is a link to this document. Follow this link or click here to go to the document.

2. You will need to print, read, and sign this document. Then, scan it and upload it to Castle Branch.

COMMITMENT TO BEHAVIORAL STANDARD IN PATIENT CARE

I hereby acknowledge that I have received a copy of the Behavioral Standards in Patient Care. I have been informed that the code of behavior described herein is the official behavior code for all employees, medical staff, faculty, students, and volunteers of University Hospital and the Ambulatory Care Program, and that the standards apply to all individuals who come into contact with patients or participate in activities associated with patient care.

I understand that as a participant in patient care services I shall be expected to maintain and uphold these specific standards and the intent of these standards in the performance of my duties and responsibilities.

Signature

Date

Name Printed

Social Security #

□ Faculty □ Staff □ Student □ Volunteer/Auxiliary

College/Division

Original – Department Personnel File
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>
<th>DUE</th>
<th>SCORE</th>
<th>OUT OF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discrimination and Harassment Policy Acknowledgement Assignment</td>
<td>Dec 1, 2017 by 11:59pm</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>HIPAA Test Exam</td>
<td>Dec 1, 2017 by 11:59pm</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>ASSIGNMENT</td>
<td>N/A%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>N/A%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESSAY</td>
<td>N/A%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXAM</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXTRACREDIT</td>
<td>N/A%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINALEXAM</td>
<td>N/A%</td>
<td></td>
<td></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.