Compliance Requirements for the
Communication Sciences and
Disorders
Undergraduate Program

For compliance questions, contact Tammy Jo Edge
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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
Due Dates

- The full background check and drug screening are due **BY June 1st before class registration and start of program.**

- The clinical requirements are due by **August 1st each year you are in the program.**

- Flu Immunization is due **November 1st each year.**

- It is highly recommended that you do not wait until close to the deadline to complete these requirements. Get them done as early as possible in case problems arise!
Please do NOT place your Castlebranch order until April 1st or after!

How to get started:
Create an account on Castle Branch
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.**

- For issues processing a drug screen, please call CastleBranch directly at (888) 723-4263
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.
- If your name is different than the name listed on the card, you will need to upload documentation confirming your coverage.
- Make sure that you upload a copy of the front AND the back of the insurance card.

Example of uploaded card:
Influenza Vaccination

- You will need to get a flu shot for the CURRENT FLU SEASON SEPT 1 – MARCH 31.
  - If you receive a flu vaccine outside of this window, it will be rejected and you will need to get a second flu shot during the active flu season.
  - Your documentation must show the current flu season.

- This requirement has a different deadline than the others. You must complete this by November 1st.
TB Tests do not have to be completed at UHS, but all TB documentation must be kept and uploaded to your CastleBranch Account.

- 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.
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 (there are scanner apps you can download for free on your phone.)
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:

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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.