

## Required Forms and Documentation – MS Students

### Summary

As a new student, you must complete several requirements prior to your enrollment, including:

- Student Health Immunizations
- UMSON Compliance documents
- Background check and drug test

### Deadline

You will need to complete these requirements by **August 10, 2018** for the fall 2018 semester.

UMSON's compliance deadline takes precedence over Student Health Center deadlines.

### Process:

UMSON uses the Maryland Hospital Association's designated vendor, Castle Branch, to manage and review student immunizations, compliance documents, background checks, and drug testing. You will order two packages from Castle Branch; using the same email address will connect your profile.

1. Order the Medical Document Manager package (UP93im) from the Student Health Castle Branch portal.

- ▶ You will need your Student ID number or "@ number" from your acceptance letter or from your SURFS account.
- ▶ Go to <https://portal.castlebranch.com/UP92>.
- ▶ Choose *Place Order*.
- ▶ Choose *Please Select* and then choose Family Medicine.
- ▶ Select *School of Nursing*.
- ▶ Choose *I need to order my Medical Document Manager*.

2. Order your package from the UMSON Castle Branch portal. You are responsible for costs associated with compliance.

- ▶ Go to <http://umaryland.castlebranch.com/>.
- ▶ Choose *Place Order*.
- ▶ Select *I am a Student*.
- ▶ Choose your program from the menu.
- ▶ Select *I need to order my package* from the drop-down menu.
- ▶ Have your payment method ready. Castle Branch accepts credit cards, money orders, and electronic checks. Please note: Electronic checks delay processing until payment is cleared.
- ▶ On the following screen, review the contents of your package and check the box that indicates that you have read, understand, and agree to the terms and conditions.
- ▶ You are now ready to get started with your order. Choose *Continue Order* and you will be directed to set up your myCB account.

3. Provide evidence of completion of items outlined in the Requirements section below.

## Requirements

UMSON does not require students to undergo a background check and drug screen; however, the hospitals associated with our clinical education programs do. Students must have completed a background check and drug test by the compliance deadline to be eligible to register and/or attend clinical/practicum.

### 1. Background Check

- ▶ Reviews are conducted by Castle Branch and typically take one to three business days to complete.
- ▶ UMSON administrators, faculty, and staff do not receive the specifics of the student's criminal background report.
- ▶ If you have any concerns regarding your background check, please contact Castle Branch directly at 1-888-723-4263 or [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com).

### 2. Drug Test

- ▶ This must be completed through a LabCorp or Quest Diagnostics facility.

### 3. Immunizations

- ▶ See the compliance self-tracker below for list of requirements.
- ▶ Immunizations should be completed by orientation.
- ▶ You **do not** need to submit this document; use the self-tracker as a tool to maintain compliance.

### 4. Other Compliance Documents

- ▶ CPR certification:  
American Red Cross or American Heart Association Healthcare Provider certification
- ▶ US RN license
- ▶ HIPAA Certification
- ▶ Code of Conduct

## Compliance Self Tracker

Compliance Requirement	Date completed (last update to CB)	Renewal Date
<b>Background Check</b> † Done at beginning of program for UMSON, however some sites may require an update		
<b>Drug Screen</b> † 10-panel drug test required † Must be done at LabCorp or Quest Diagnostics facility		
<b>CPR Certification</b> † Must be renewed every 2 years † Card must read: American Heart Association BLS Provider OR American Red Cross BLS Healthcare Provider		
<b>Td OR Tdap (Tetanus)</b> † Must be renewed every 10 years		
<b>MMR (Measles, Mumps, Rubella)</b> † Two dose vaccine or positive titer		
<b>Varicella (Chicken Pox)</b> † Two dose vaccine or titer † History of disease not accepted		
<b>Hepatitis B</b> † Three dose vaccine & positive titer † Doses 1 & 2 one month apart, 3 <sup>rd</sup> dose six months later		
<b>TB (Tuberculosis)</b> † Two-part skin test, renewed annually † If positive skin test result, must provide chest X-ray (valid for five years) and TB questionnaire (renewed annually)		
<b>Flu Vaccine (Influenza)</b> † Must show proof of current season's vaccine or submit Influenza Declination Form		
<b>RN License (RN's only)</b> † MD license required for students completing clinical in Maryland † Must be renewed every two years		

If you have any questions regarding UMSON compliance, please contact:  
 Undergraduate- Mikki Coleman (410) 706-7686  
 Graduate/Doctoral- Office of the Academic Deans (410) 706-4359