

## Northern Michigan University – School of Clinical Sciences Clinical Student Requirements

We use CastleBranch.com to process your background check and to verify your other requirements.

Go to <https://portal.castlebranch.com/NW08> under the “Package Selection” tab, select the appropriate program.

This package will allow you to create an account, complete your Criminal Background check (CBC), and set up your Medical Document Manager (Student Immunization Tracker). You are responsible for all costs related to this package (minimum \$113.00) plus the drug screening, CPR, and immunization/health requirements listed below.

**\*\*NOTE:** If you have a previous CastleBranch account for a Northern Michigan University’s program, you may only need to update your Medical Document Manager to the correct semester and purchase a background re-check package. Please contact us for assistance.

### **Criminal Background Checks (CBC) – Due within 30 days of start date**

Criminal background checks are required of all students to any clinical program. This requirement is a result of state legislation (Michigan Public Acts, 26, 27, 28, & 29 of 2006) which mandates that criminal background checks be completed by health care providers working in or for health care institutions. Students in the clinical programs are subject to this legislation, and therefore a criminal background check is a condition for participation in the clinical component of the clinical curriculum. Northern Michigan University School of Clinical Sciences contracts with CastleBranch.com and will only accept criminal background checks performed by this company. The results of your CBC will automatically be stored by CastleBranch.com in their database and the School of Clinical Sciences will be able to access the database to confirm compliance with CBC requirements.

### **Medical Document Manager**

#### **A. CPR – American Heart Association Basic Life Support (BLS)**

Students must provide a completion card for American Heart Association (AHA) Basic Life Support (BLS) Provider course. This card provides evidence of professional level one and two person rescue cardio pulmonary resuscitation (CPR) certification which also includes use of an automated external defibrillator (AED) for adults, children and infants, and choking rescue for adults, children and infants. CPR certification must be kept current throughout the clinical program and it is the student’s responsibility to provide documentation of current status. **Note: CPR certification must be completed through the American Heart Association for Basic Life Support (BLS). CPR completed through American Red Cross or other AHA courses cannot be accepted.**

#### **B. IMMUNIZATION RECORDS**

You may upload your Official State of Michigan Immunization Record (MCIR) with vaccination dates and verification of vaccination completion for any of the following: MMR, Varicella, Flu vaccine, Hepatitis B. For TDAP (Tetanus/Diphtheria/Pertussis), you will need to provide additional documentation showing which vaccine you received. You will need to upload a document for each requirement (upload the same document if using for multiple requirements). **Make sure to keep a hardcopy file of all your immunization records and other additional requirements.**

- 1. Measles, Mumps and Rubella (MMR):** Record of two (2) doses or a positive laboratory titer. MMR is a live vaccine.
- 2. Tetanus, Diphtheria, Pertussis (TDAP):** Record of one (1) does. A tetanus booster (Td) is required every 10 years thereafter. If uploading your MCIR (Michigan’s immunization registry), please be sure that the tetanus section indicates which type of vaccine you received.
- 3. Varicella:** Record of two (2) doses of Varicella vaccine, or a positive laboratory titer, or documentation of history of Varicella or Herpes Zoster by a healthcare provider (must have healthcare provider signature and date). Varicella is a live vaccine.

## School of Clinical Sciences Clinical Requirements (continued)

4. **Hepatitis B:** It is required that students completed the hepatitis B vaccination series. It is required that a minimum of two of the three immunizations be completed prior to the student entering any clinical setting. Because of the timing required between doses, it is strongly recommended that students begin the immunization series immediately upon receiving this letter, if not already begun or completed.
  - If no documentation of immunization is available, and you believe you have had the Hep B vaccination series, then a laboratory titer is obtained. If the titer is positive, then no further immunization is required. If the titer is negative or equivocal, the student should receive a dose of Hep B vaccine, then repeat the titer in four (4) weeks. If the repeat titer is positive, then no further immunization is needed. If the repeat titer is negative or equivocal, the student should receive the remaining two (2) doses of Hep B vaccine or sign a declination form.
5. **TB Skin Test: Proof of negative two-step tuberculin skin test within the last year. Requires 4 total doctor visits, 2 visits for each step (injection and reading after 48-72 hours). Time between the two tests must not be less than 10 days and not more than 12 months.** See the CDC information at <https://www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm>.  
If you have had a positive TB skin test or a positive IGRA blood test in the past, then you must present documented proof of a negative chest x-ray on admission and complete a TB Symptom Questionnaire yearly. IGRA testing can be used in place of TB skin testing. IGRA tests include: QuantiFERON®-TB Gold IN-Tube test (QFT-GIT) or T-SPOT®. TB test (T-Spot). If receiving immunizations/vaccinations and your TB skin test at the same time, please note that the TB skin test should be done **before** receiving immunizations/vaccinations using live vaccine.
6. **COVID-19 Vaccination** – Upload proof of immunization (one Johnson & Johnson/Janssen or two Pfizer or Moderna COVID-19 vaccinations). If you would like to request an exemption from COVID-19 vaccination for a medical or religious reason, please email [sriipi@nmu.edu](mailto:sriipi@nmu.edu) to request the necessary forms. Please note that at any point, students who are not immunized might be prevented from entering a clinic site. If this happens, the School of Clinical Sciences will try to accommodate with alternative placements; however, this might not be possible.
7. **Flu Shot (due by 11/1) – You must receive the current season’s influenza vaccine.** The influenza vaccine is required on an annual basis. The new season’s vaccine is available each fall and due by November 1 of each year and is typically available early in the fall.

### **C. Drug Screening (\*\*Must be done within 30 days of start date)**

All students are required to upload a 10-panel urine drug screen testing result (**test date must be NO EARLIER than 30 days of your start date**) or an employee waiver from UPHS-MQT. A medical review will be conducted for all positive urine drug tests. Refusal to test is considered a failed urine drug screen result.

A photo ID (student ID, driver’s license, or state ID) is required to have the urine drug test done. If you are on a prescription medicine, it is advised to bring the prescription with you.

**NOTE: This is a urine drug test so you will want to have some urine in your bladder. However, do not drink too much liquid prior to the appointment or you may have a dilute specimen, which will require a repeat test and an additional payment.**

Upper Peninsula Health System Occupational Medicine Clinic is required for student urine drug screening. Please call for an appointment and let them know you are a new NMU Clinical Sciences student.

Peninsula Medical Center  
1414 W Fair Avenue Suite 35  
Marquette, MI 49855  
906-449-1140

It is understood that there is considerable cost associated with these requirements. The NMU School of Clinical Sciences relies on clinical partnerships with outside agencies, and in doing so, must comply with clinical agency requirements related to immunization/vaccinations, TB testing, CBC and drug screening. We have worked with the management of the UPHS Occupational Medicine Clinic and the NMU Health Center to ensure our students are receiving services at the lowest possible prices. The NMU Financial Aid Office may be able to provide assistance for these expenses.

## NMU Student Clinical Requirements Checklist

See the requirement sheets for additional details on the items below.  
Due to the length of time for some vaccination series and/or test results,  
it is recommended that you start this process as soon as possible.

Completed	Due Date	Item	Order Details (both items are included in the same package code)
<input type="checkbox"/>		Criminal Background Check (within 30 days of start date)	<a href="https://portal.castlebranch.com/NW08">https://portal.castlebranch.com/NW08</a> under the "Package Selection" tab, choose the appropriate packages. (minimum cost \$113.00)
		Medical Document Manager*	

**\*MEDICAL DOCUMENT MANAGER REQUIRES THE FOLLOWING 10 ITEMS.**

Proof of the following requirements must be uploaded to CastleBranch.com  
prior to your clinical experience (except flu vaccine, due by 11/1)

Done	Item	Renewal needed:
<input type="checkbox"/>	<b>CPR</b> – Card must be Basic Life Support (BLS) through American Heart Association (upload both sides of the card).	Every two (2) years
<input type="checkbox"/>	<b>Tetanus, Diphtheria, Pertussis (Tdap)</b> – One (1) vaccine. Must clearly show proof that full Tdap vaccine was received.	A tetanus booster (Td) is required every 10 years
<input type="checkbox"/>	<b>TB Two-step Skin Test (PPD)</b> – Negative result required. Requires four (4) total doctor visits, two (2) visits for each step (injection and reading after 48-72 hours). The time between tests must not be less than 10 days and not more than 12 months.	If affiliate requires.
<input type="checkbox"/>	<b>MMR (Measles, Mumps, Rubella)</b> – Two (2) vaccines or positive titer needed for each requirement.	N/A
<input type="checkbox"/>	<b>Hepatitis B</b> – Three (3) vaccines or positive titer.	N/A
<input type="checkbox"/>	<b>Varicella/Chickenpox</b> – two (2) vaccines or positive titer.	N/A
<input type="checkbox"/>	<b>COVID-19 Vaccination Status</b> – Upload proof of completed immunization or exemption approval letter from the School of Clinical Sciences.	N/A
<input type="checkbox"/>	<b>Proof of Health Insurance – Both Sides Uploaded</b>	Every year
<input type="checkbox"/>	<b>Health Status Forms 1 &amp; 2</b>	N/A

### Influenza Vaccine – Due by November 1 of the current flu season

Done	Item	Renewal needed:
<input type="checkbox"/>	<b>Flu Vaccine</b> – must be the influenza vaccine.	Every year by November 1 <sup>st</sup>

**\*\*NOTE: All the above requirements needing renewals  
must be kept current on CastleBranch.com throughout your Clinical program.  
Updated information must be uploaded to your account on  
Castle**