Checklist of Requirements to be Completed

(Refer to the Mercy College website at https://www.mercycollege.edu/background for detailed information on the requirements for your program.)

1. Order CastleBranch account at https://portal.castlebranch.com/MD57

2. Print, Complete, and Upload the following forms:
   - Student Acknowledgment
   - Student Consent
   - Student Disclosure
   - Health Survey

3. Health Records Details
   - Physical (from within the past six months) – if physical is older than six months but less than a year old, contact clinicalcompliance@mercycollege.edu to see if it is admissible
   - Measles, Mumps, Rubella (MMR)
   - Varicella (Chickenpox)
   - Hepatitis B (if required by program)
   - Tuberculosis (TB)
   - TDAP (plus booster, if TDAP is older than ten years)
   - Influenza
   - American Heart Association BLS certification (if required by program)
     • Healthcare Provider
     • Heartsaver (only applicable to Community Health Worker)
   - Additional Licensure (if required by program)
     • Professional Licensure (only applicable to Medical Imaging)
     • RAD license (only applicable to Medical Imaging)
     • State RN Licensure (only applicable to Master of Science in Nursing)

4. If requested by program: submit To-Do List (TDL) Summary PDF document to your clinical class Canvas site once health records are complete to prove compliance to clinical instructor(s). The TDL Summary must be uploaded to Canvas every time the document changes and for every clinical class.

5. Drug Screen appointment
   - Date completed: ____________________
     • Supply additional information to Medical Review Officer, if contacted for more information

6. Fingerprinting appointment
   - Date completed: ____________________
     • If there are findings on the fingerprint reports:
       ➢ Request “RAP” sheet if required for FBI
       ➢ Prepare a detailed explanation of the findings for program administrator
       ➢ Follow up with program administrator to find out what additional information may be required

7. Background Check (report completes automatically after CastleBranch account is created)
   • If there are findings on the background check:
     ➢ Prepare a detailed explanation of the findings for program administrator
     ➢ Follow up with program administrator to find out what additional information may be required

Office: Compliance and Risk Management
Date: 5/16/18
Information: for all clinical students

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