

# Students Returning to Clinicals

Clinical students follow Policy **530 Criminal Background Check and Drug Screen**. Information for students is maintained on the Mercy College website at <http://www.mercycollege.edu/background>.

1. **Students who have been absent from the clinical program but return within three semesters must ensure compliance prior to returning to classes and clinical participation.**
  - a. Students whose CastleBranch accounts have been archived should contact [clinicalcompliance@mercycollege.edu](mailto:clinicalcompliance@mercycollege.edu) and ask to have the account unarchived.
  - b. Any incomplete or overdue items must be corrected. **Please note that if Tuberculosis (TB) has expired, a new TB 2-step will be required to become compliant.**
  - c. Students may be required to order updated background check/fingerprints, drug screen and/or provide an updated physical (communicated by the program administrator). **Fingerprinting MUST be done in Ohio** unless specifically instructed otherwise. Michigan fingerprinting is not accepted.
    - i. The link to the CastleBranch ordering portal is posted on the [website](#) – look for the program in which you are enrolled and find the package for *Updated Drug Test/Fingerprinting*.
    - ii. To order, you can click on the link, or you can sign into your CastleBranch account and enter the package code into the PLACE ORDER box.
2. **Students who return to the clinical program after three semesters are required to create a new CastleBranch account to meet all current requirements**, including new background check/fingerprinting, drug screen, and physical (unexpired documentation from a previous account - vaccination records, titer reports, etc. - can be saved and uploaded to the new account).
  - a. Refer to the **Program Codes and Deadlines** PDF on the [Mercy College website](#) to determine the package code for the correct **YEAR - campus – program – semester**. **Multiple years and codes are listed, make sure you choose the correct package.**
    - i. RETURNING students whose program has an earlier deadline than *new* students (i.e., upper level BSN students and students who must be prepared to begin clinicals immediately) have package codes designated with an “R” in them.
    - ii. Order through the [website](#) link on the CastleBranch ordering portal, or sign into your CastleBranch account and enter the package code into the PLACE ORDER box.
  - b. If the previous account has been archived, uploaded documents will not be visible. After ordering the NEW account:
    - i. Email [clinicalcompliance@mercycollege.edu](mailto:clinicalcompliance@mercycollege.edu) and request for the old account to be unarchived (include your full name; former last name, if previous account was under a different name; Student ID number and the program in which you are enrolled).
    - ii. After the documents are accessible, save the appropriate information to your computer and upload complete documentation to the requirements on your new account.
    - iii. Once you are done, email [clinicalcompliance@mercycollege.edu](mailto:clinicalcompliance@mercycollege.edu) and ask that the old account be re-archived.

**DO NOT ask CastleBranch to move a previous account to the new semester.** Students must follow our guidelines to satisfy our clinical sites. Please contact [clinicalcompliance@mercycollege.edu](mailto:clinicalcompliance@mercycollege.edu) if you have questions.

Office: Compliance and Risk Management  
Date: 10/4/19  
Information: for returning clinical students