Congratulations on your acceptance into the Occupational Therapy Program! All OT students must submit and maintain the health documentation listed in this document to maintain good standing in the program and be eligible for fieldwork. You are required to create your CastleBranch account and submit required documentation by July 15. You will not receive your Fall 2018 schedule until all initial documentation is received.

Please review this document very carefully, then let us know if you have any questions or concerns.

CASTLEBRANCH
Please follow the directions in the CastleBranch Instructions document (available on the website) to initiate your CastleBranch account. You should select Please Select > Students > Occupational Therapy and Occupational Science > TO61 im: I am an incoming student preparing to start the program to purchase the Medical Document Manager package. The package cost is $25.

CastleBranch is a secure third-party partner, which you will use to store and manage all of your required health documentation throughout your time in the OT program. You will also use this service to order any required background checks or drug tests for your eventual fieldwork placements; please do not order a background check or drug test at this time.

You must submit all health documentation electronically by July 15. Note: There are four non-health documents that will not be due until after orientation.

UNIVERSITY HEALTH CENTER REQUIREMENTS
If you are new to Towson University, you will also need to submit the required university health documents to the University Health Center. Please visit http://www.towson.edu/healthcenter/newstudent.html to obtain the forms you need for the University Health Center. It is your responsibility to complete and submit both the University Health Center Requirements and the Occupational Therapy Department Requirements to the proper departments by the indicated deadlines.

OCCUPATIONAL THERAPY DEPARTMENT REQUIREMENTS
You must submit the following health documents through CastleBranch by July 15. Please start this process early as it may take multiple visits to your healthcare provider and updated vaccinations to ensure you meet all requirements. We suggest bringing this document to your initial appointment as a reference for your doctor when ordering tests.

Note about Titers: If you receive a negative titer result, you are required to get booster vaccinations and then another titer to prove immunity. Only the initial titer results are due by the July 15 deadline – submitting a negative titer result will automatically populate a due date for the next step of the process.

- TB Skin Test: either a 2-step PPD, Tspot, or Quantiferon Gold Blood Test
  - 2-step PPD requires 4 visits to your healthcare provider
  - Annual PPD, Tspot, or Quantiferon Gold Blood Test required annually while in the program

- Adult Tetanus, Diphtheria, & Pertussis (Tdap) vaccination
Positive Titer results for:
- Measles, Mumps, and Rubella (MMR)
- Varicella
- Hepatitis B
  ➢ You may also opt to sign a declination waiver for Hepatitis B

Current American Heart Association CPR Certification for Healthcare Providers
- Basic Life Support (BLS) for Healthcare Providers CPR course through the American Heart Association; all other CPR certifications will not be accepted
  ➢ The practical application portion of the course must be in person; we do not accept fully online courses
  ➢ Renewal required every 2 years while in the program

Proof of Health Insurance
- Copy of health insurance card (front & back in one document)
  ➢ Proof of health insurance must be submitted annually while in the program

Physical Examination
- Your healthcare provider must complete and sign the Health Exam Form (on website)

Fieldwork Manual Agreement Form
- Read the Fieldwork Manual
- Download, sign, and submit the Agreement Form (available in CastleBranch)

Influenza
- Seasonal Flu vaccine due by October 15*
  *This is the only health documentation with a different due date
  ➢ Annual flu shot required annually while in the program

You will receive instructions for submitting the following documents during Mandatory Orientation:

- Criminal Background Check/Drug Screen
- Student Rights and Responsibilities
- Speech & Hearing Screening Form
- Media Release Form
- Consent for Health Information Sharing

If you have questions regarding uploading your documents to CastleBranch, please contact CastleBranch directly first. Service Desk Specialists are available to assist you with all aspects of your documentation, including:

- Understanding your clinical requirements
- Guiding you through the upload process
- Providing clarification on rejected documentation

Visit https://www.castlebranch.com/contact-us for contact information.

If you have tried all avenues with CastleBranch and need further assistance, please contact:

Ms. Briana R. Rostkowski
Admissions Counselor & Fieldwork Admin
brostkowskитowson.edu