Welcome to Clinical Site Requirements for Emergency Medical Technician Initial

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919-866-6122

Public Safety Education Campus | Room 1911

Ordering Package

- Once you are cleared by Sheila Weathersbee
  - You will receive an email from me with directions on how to order your package through Castlebranch
  - The package should be ordered after you register for the course

Major Requirements

- The following items are due by June 22nd
  - Criminal Background Check
  - Drug Screening
  - Immunizations and TB Testing (uploading documents to online immunization tracker, CastleBranch)
  - Physical Exam(uploading documents to online immunization tracker, CastleBranch)
- Health Insurance Coverage (You will need this for the duration of the course)
- Completed Castle Branch account
  - Due by June 22nd
  - **IF IT IS NOT COMPLETED, YOU MAY NOT BE ELIGIBLE FOR CLINICALS AND MAY NOT BE ABLE TO COMPLETE THE COURSE.**

Criminal Background Check Follow-up

- Read your completed background check report by:
  - Logging back into your CastleBranch portal account.
    - Your UserName is your email address that you have provided
  - Contact Samantha Bray if there are any <u>pending</u>, <u>dismissed</u>, <u>guilty</u>, or <u>not guilty</u> charges.
- Didn't order it? Do it today. *It may affect your clearance for clinicals.*

Drug Screening
Due Prior To Clinicals

- ***Positive drug tests are not accepted***. Must wait for acceptance in next available course to take a new test.
  - Dismissed from current roster
- If you have a valid prescription for medications, it will be verified and approved. Report returned as negative.
- Alcohol is included in the drug screening
  - Some health drinks or fermented teas contain alcohol
- Positive marijuana results are not accepted
- Order drug test online through Castle Branch – **Required to use your email address on all orders**

Immunizations Checklist

- You may use the checklist for reference when gathering your required immunization documentation and obtaining updates if necessary

  - This document is available on the EMS webpage

- Documents allowed: employer immunization records, physician's records, Wake County Health Dept. immunization documentation, patient portal records, etc.

- **All documentation <u>must</u> include**: your name, medical facility or healthcare provider's name, and complete mailing address

Immunizations, continued

- You will provide vaccination *or* titer records to prove immunity.
  - If obtaining titers, please note the **specific blood titers** required such as IgG Quantitative titers
- You will provide a copy of your health insurance card
- You will take the physical form (use the form in Castlebranch) to a healthcare provider to complete all items and questions .
  - Basic vision and hearing screening can be done by a healthcare provider, not a specialist

Castle Branch Online Immunization Tracking Account

- Follow the instructions for ordering your drug test and to upload your immunization documentation through the email provided once you're cleared

  - **You are required to use your email address on all orders**

- *There will be additional consent forms and technical standards to download, sign, and re-upload*

- It is the student's responsibility to complete the account prior to June 22nd and to **update** and **maintain** the account documentation to keep it current

Avoid Common Online Errors

- All documents must have your name, the clinic or healthcare provider name, and the provider's full address.

- Make sure you are uploading the right document to match the requirement you are working on.

- Typos matter !

- If the document is blurry, dark, illegible, it will be denied.

- Try free app CamScanner or other similar app.

- All items on the physical must be completed. Some lines such as mammary/hernia may say N/A or Deferred.

Questions?

Contact Samantha Bray for clinical requirement questions
scbray@waketech.edu
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Office Hours:
Monday and Wednesday 5:00 p.m. to 9:00 p.m.
Tuesday and Thursday- 8:00 a.m. to 12:00 p.m.

Important note:
Check your email regularly for reminders regarding outstanding documents