DPT PROGRAM MANDATORIES

DPT Mandatories are program specific student records of health immunizations, insurance information, healthcare provider training, membership, and background screen requirements that students need to participate in the program.

IMPORTANT NOTES FOR THIRD YEAR DPT STUDENTS:

Annual (every year) DPT program Mandatories:
- Health Insurance (even if the information remains the same)
- PPD (Tuberculin Skin Test)
- Influenza vaccination
- HIPAA/OSHA training
- APTA membership

Bienniel (every 2 years) DPT program Mandatories:
- Background Screen
- CPR certification

Third Year DPT Mandatories:
- Physical Exam

Individual student annual due dates are set based upon the student’s prior year submission dates. Login to your CastleBranch.com account to review your renewal due dates. CastleBranch generates student email reminders 21 days in advance of the due date. Pay attention to these email reminders!

Student mandatory compliance is required to participate in the DPT program. Clinical and Academic Advisors receive notification of non-compliant students.

Helpful information:

Maintaining a current nationwide background screen is a UVM DPT program requirement. DPT students apply for a 2 year background screen in March of the sixth semester. Note: students can share their background screens securely with third parties via their CERTIPHI account. Students are responsible for costs associated with any additional site specific background screen requirements.

A PHYSICAL EXAM is required in the third year of the program to prepare students for CE2 & CE3. Students who are unable to receive a physical exam from their primary care physician may seek this service from a local walk-in clinic or the UVM Center for Health & Wellbeing (graduate students with 5+ credits and a paid school health fee are eligible to receive a physical exam). Be sure to schedule your exam between March 1 & March 31. If students have record of a physical
exam within the current year they may submit documentation to CastleBranch.com for review. Questions? Contact Lisa.McClintock@med.uvm.edu

1-step PPD (TB Skin Test): A 2-step PPD was established as a baseline in the 1st year of the program. 2nd & 3rd year DPT students renew with a 1-step PPD. Some clinical sites may require a 2-step PPD within a specified timeframe to participate in clinical education. Be prepared to renew this requirement as needed by your assigned clinical education site.

Many local walk-in clinics and pharmacies provide immunization services. Be sure to bring the appropriate CNHS form with you. Lab reports are not accepted by CastleBranch. UVM Center for Health & Wellbeing does not bill private insurance companies. Immunizations received at the UVM Center for Health & Wellbeing will be billed to the student’s UVM account. Students submit immunization/serology receipts to their insurance provider directly.

Students submit DPT mandatories directly to their CastleBranch.com account.

Most students will need to renew their American Heart Association CPR certification before June of their final year. A class will be scheduled for your cohort in May. The cost of the class is reduced significantly for UVM CNHS students. More information will be provided.

HIPAA/OSHA training is required annually. This training is administered by Evolve e-Learning Solutions, a web-based training provider for HIPAA and OSHA courses. Students will receive an email in April from lmsadmin@evolvelms.com with a link to login and take the refresher courses by the end of May. If you do not receive this email, check your SPAM or JUNK folders. NOTE: your computer must be set to ‘allow pop-ups’ within the Tools and Options menu.

Mandatory information can be found on the College of Nursing & Health Sciences PT mandatories website here: https://www.uvm.edu/cnhs/clinical_mandatories

If you have any questions regarding mandatories, contact Lisa McClintock, Clinical Education Administrator in the Department of Rehabilitation & Movement Science: lisa.mcclintock@med.uvm.edu, or (802) 656-3014.
CNHS ANNUAL HEALTH INSURANCE REQUIREMENTS

Proof of Health Insurance Form - Submit this form AND a copy of insurance card ANNUALLY
*The University does not pay medical costs resulting from injury during clinical/practicum rotations or other curricular activity unless this injury is due to negligence of the University. All CNHS students are required to carry their own health insurance. It is your responsibility to resubmit your insurance if there are any changes during the academic year.

Subscriber/Member ID ____________________ Primary Subscriber’s Name ____________________
Insurance Carrier ________________________ Subscriber’s Relationship to You ____________________

It is MANDATORY that you scan and upload this form AND a copy of your insurance card to CastleBranch.

The information included on this form maybe released to the infection control officer and clinical education coordinators at sites where you perform your clinical education experience.
### PPD Form

**COPIES OF MEDICAL RECORDS/LABS WILL NOT BE ACCEPTED**

<table>
<thead>
<tr>
<th>PPD - Tuberculin Skin Test</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>BCG vaccine does not preclude the need for PPD testing or chest x-ray</strong></td>
<td></td>
</tr>
<tr>
<td>Date given: _________</td>
<td>Date read: _________</td>
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<tr>
<td>Circle result: pos neg</td>
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</tbody>
</table>

**OR Tuberculin Blood Test**

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<tr>
<th>Date given: _______________</th>
<th>Circle Result: Pos Neg</th>
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**IF FIRST TIME WITH A POSTIVE PPD:**
- Please attach a copy of radiology report with results

**IF HISTORY OF A POSITIVE PPD:**
- 1) Print the TB Symptom Checklist
- 2) Take the TB Symptom Checklist to your appointment and give to your health care provider to complete

*Please note, depending on your site placement, a chest x-ray and/or annual TB symptom checks may also be required if you have a history of a positive PPD*

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### Licensed Healt Care Provider Attestation

By signing below, I affirm that I am a licensed health care provider. I am aware that leaving any required fields blank will result in the student being **unable to progress in his/her major** at the University of Vermont.

**Signature of Licensed Health Care Provider**

**Credentials**

**Date**

**Clinic Stamp or Printed Name of Provider**

**Provider Telephone Number**

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### It is MANDATORY that you submit form AND Attachments to CastleBranch

Please note, UVM Student Health will not submit your paperwork for you. You will need to pick up your form and submit it to CastleBranch.

The information included on this form maybe released to the infection control officer and clinical education coordinators at sites where you perform your clinical education experience.
### INFLUENZA VACCINE PRE-CLINICAL REQUIREMENT

**COPIES OF MEDICAL RECORDS/LABS WILL NOT BE ACCEPTED.**

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<tbody>
<tr>
<td><strong>Influenza Vaccination</strong></td>
<td></td>
</tr>
<tr>
<td>Date Administered</td>
<td>Manufacturer</td>
</tr>
<tr>
<td>Lot Number</td>
<td>Expiration Date</td>
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*If given at a separate time, please provide documentation of influenza vaccination*

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<td></td>
</tr>
<tr>
<td>Signature of Licensed Health Care Provider</td>
<td>Credentials</td>
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<td></td>
<td></td>
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**PHYSICAL EXAMINATION PRE-CLINICAL REQUIREMENT**

**COPIES OF MEDICAL RECORDS/LABS WILL NOT BE ACCEPTED.**

<table>
<thead>
<tr>
<th>PHYSICAL EXAMINATION</th>
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<tbody>
<tr>
<td>I affirm that this student had a physical examination on this date: ____________________</td>
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Frequently Asked Questions

**General Questions**

**Q: How do I submit my documentation?**

**A:** The College of Nursing and Health Sciences uses an online immunization tracker for health clearance and mandatory requirements for all programs. Once you register you will use the same account for the length of time you are in the College of Nursing and Health Sciences. Instructions regarding the use of CastleBranch for submitting your program mandatories will be emailed to you. Please note, UVM Student Health will not submit your documents for you. You will need to pick up your documents and submit them to CastleBranch.

**Q: What happens if I can't submit my mandatories by the deadline?**

**A:** It is imperative that you plan ahead to ensure that your mandatories are completed by the deadline. If you fail to submit your mandatories by the deadline, you will not be able to participate in your clinical experience and your instructor will be notified.

> It is important to give yourself plenty of time to complete these requirements and to pay attention to email reminders and take action on requests.

**Physical Examination**

**Q: Is a physical examination required?**

**A:** Documentation of a current physical exam is only required in the 3rd year of the DPT program.

**CPR Certification**

**Q: What CPR certifications will you accept?**

**A:** American Heart Association Basic Life Support for Health Care Providers only.

**Q: What if my CPR certification will expire during my clinical education experience?**

**A:** It is your responsibility to be aware of your CPR certification expiration date. Your CPR certification is required to be valid for your entire clinical education experience. If your CPR certification will expire during your clinical, please renew it BEFORE your clinical starts and submit an updated copy of the front and back of your CPR card with signature(s) to CastleBranch.

**Q: How do I find out about upcoming CPR classes?**

**A:** CNHS offers CPR courses at least twice per semester. You will receive email notices regarding how to sign up through [http://vtsafetynet.com/](http://vtsafetynet.com/) for upcoming CPR course dates.

**Q: How do I register for a CPR class?**

**A:** To register for a course through the American Heart Association, go to [http://vtsafetynet.com/](http://vtsafetynet.com/). Click on the “Take a Course” tab at the top. Click on the “BLS for the Healthcare Provider” course and fill out the registration. You will need to register for a Zoom session **AND** an in person Skills Session. You will register for the day you would like to attend the Skills Session and the week prior to the class you will receive an email with a one-hour time slot. There is a $5 deposit for the Skills Session. Payment of $40 will be due **in cash** at the class. The course we offer is $45 and is a substantially discounted cost for UVM students.
**HIPAA/OSHA Training**

**Q:** How often do I need to complete HIPAA/OSHA training?
**A:** Annually. DPT 2nd and 3rd year students are required to take an abbreviated refresher course.

**Q:** What happens if I can’t access my coursework once I sign in to Evolve?
**A:** In order to see your courses you should make sure you allow Pop-Up Windows. You can do this by going to your toolbar under Tools, Options, and Privacy and Security and making sure that the Block pop-up windows is not checked off.

**Influenza Vaccination**

**Q:** Am I required to get a flu shot?
**A:** As a CNHS student you are required to receive the influenza vaccination to protect yourself, and patients with whom you come into contact. Most internship sites require students to receive the influenza vaccination within flu season. This is typically October – April.

**PPD**

**Q:** If I have a PPD Skin Test and it is positive, what should I do?
**A:** First time positive only:
You will need to be assessed to determine why the skin test is positive. Reasons may include previous BCG vaccine, latent TB (exposed, but not active), or active TB. This will require a symptom review done by your healthcare provider and chest x-ray. First time positive, you will need to submit a copy of the radiology report, the Symptom Checklist form, and the PPD form signed by your healthcare provider to CastleBranch.

**Q:** If I have a history of a positive PPD, what should I do?
**A:** Do not get another PPD skin test because this will continue to result as a positive. Instead, ask your healthcare provider to perform a TB symptom review. Bring your TB Symptom Checklist form to your appointment for the healthcare provider to fill out and sign. You will then need to submit your Checklist in CastleBranch.

**Q:** What if I have difficulty getting an appointment with my doctor for my PPD?
**A:** You often do not need a full office visit appointment for the placement and reading of your PPD. Ask if a nurse can place/read your PPD instead. Walk-in clinics and pharmacies will also provide these services.

**Additional Questions**

**Q:** How will I know when my mandatories have been completed?
**A:** It is your responsibility to keep track of the documents that you submit to ensure you have met all requirements. You will know your mandatories are complete when all document trackers on your CastleBranch.com account display a green check mark. It is your responsibility to coordinate and maintain compliance and record keeping. The program will facilitate coordination to clinical sites, but
this does not eliminate the need for you to maintain quickly available, complete and updated requirements at any time.

Proof of Health Insurance, the Health Insurance form, PPD test, and the Influenza vaccine are all annual requirements.

Q: Does CNHS cover the cost of my immunization and serology work?  
A: It is your responsibility to cover the cost. If you visit Student Health for your immunization and serology work, you can request a receipt and file it along with the claim to your insurance company.

Q: Who do I contact if I have additional questions?  
A: Lisa McClintock  
   College of Nursing and Health Sciences  
   106 Carrigan Drive, 310 Rowell  
   Burlington, VT 05405  
   (802) 656-3014  
   lisa.mcclintock@med.uvm.edu