BHAN263
Leadership Practicum
Required Clearances for Christiana Care

To begin your internship at Union Hospital you will need to turn in the following paperwork:

- **Background Check (through CastleBranch)**
- **Drug Test (through CastleBranch)**
- **PPD Test**
- **Vaccination Records**
- **Flu Shot**

Please turn in all paperwork and results to Carrie Johns before the first day of classes. Not having these required items turned in could cause a delay in your internship.

1. Negative PPD test needs to be valid within the last year (rolling 365 days).
   a. Test can be provided by Student Health ($5.00 fee**).
   b. Results from a Primary Care Physician (PCP) must be turned in to Student Health
   c. **Please note:** PPD Tests require two visits to physician/student health 48-72 hours apart.
   d. Please inform Carrie Johns when results have been turned in to Student Health.
2. Flu Shot needs to be for 2017-2018 flu season.
3. Vaccinations Required by Union Hospital
   a. Measles, Mumps, Rubella (MMR) or positive titer
   b. Varicella or positive titer
   c. Hepatitis B or waiver

**Please see below for directions on how to order your Background Check and Drug Screen**

1. Go online to portal.castlebranch.com/ue74
2. Select Place Order
3. You will be given three package options – select “UE74: Background Check – Drug Test” ($70.00 Fee**)
4. Follow the instructions to get set up and create a username and password
   a. Note – Not having a username will result in your background check and drug test results never being reported back.
5. Contact Carrie Johns to schedule a time to pick up a “Chain of Custody Drug Form” for your Drug Test
6. Go to Quest Diagnostics to complete drug test
7. View and download your Background Check/Drug Test results in your CastleBranch profile
8. Turn in result to Carrie Johns

**Please note** the students are responsible for all fees associated with clearances

CastleBranch Questions - 888.723.4263 or customerservice@castlebranch.com
Carrie Johns – cbonnett@udel.edu - 004 Carpenter Sports Building