

Fieldwork Site Requirements

Many fieldwork sites require that students complete specific steps prior to beginning fieldwork, including multiple immunizations and a current background check. As immunization requirements can vary by site, the MOT program has compiled a list of the most common requirements so that students are prepared to begin fieldwork in any setting. All fees associated with the completion of site requirements are the responsibility of the student.

The online platform CastleBranch is used for all fieldwork and program requirement tracking. CastleBranch has been provided with the list of clinical requirements as determined by the MOT program and has established specific packages for background checks and drug screens (when applicable) for a reduced price. Students place orders directly with CastleBranch for their background check and clinical requirements tracking. All materials submitted are reviewed by trained CastleBranch employees.

Personal student records are not retained or reviewed by USM faculty or staff. For sites that require proof of any fieldwork requirement, students have the ability to share these documents and records directly with the site through CastleBranch. The USM MOT program does not release student information to fieldwork educators, nor does it access student information uploaded into CastleBranch, other than overview reports generated by CastleBranch.

Failure to follow these instructions may lead to a delay in your fieldwork placement. All requirements have been pre-established for specific USM MOT program requirements. Do not access any of CastleBranch's services through their main website – you must use the portal specific to the USM MOT program.

Instructions

1. Go to <https://portal.castlebranch.com/ua87> and click on Place Order
2. From the drop down menu, select **UA87bgim: Background Check – Medical Document Manager**.

The cost for this package is **\$94.75**, payable by the student.

- a. This option covers ALL requirements for fieldwork including background check, immunizations, CPR certification, HIPAA training, etc.
- b. If a site requires a Drug Screen prior to placement, students can order this separately through CastleBranch for an additional fee (\$53) *by repeating this process from step 1*



HOME

PACKAGE SELECTION

Please Select

UA87bg: Background Check

UA87bgim: Background Check - Medical Document Manager

UA87dt10: Drug Test

UA87im: Medical Document Manager



3. Review the package information and read the Terms and Conditions. Select 'Continue'. Below is a list of included items for this package order.
 - a. Be sure to include all previous names and addresses for your background check
 - b. If you are uncertain whether a previous conviction may jeopardize your future ability to sit for the NBCOT exam, please participate in [NBCOT's Character Review Process](#) and complete the [Early Determination Review](#)

Package: UA87bgim

Statewide Criminal ME

Nationwide Healthcare Fraud And Abuse Scan

Nationwide Record Indicator Alias with SOI

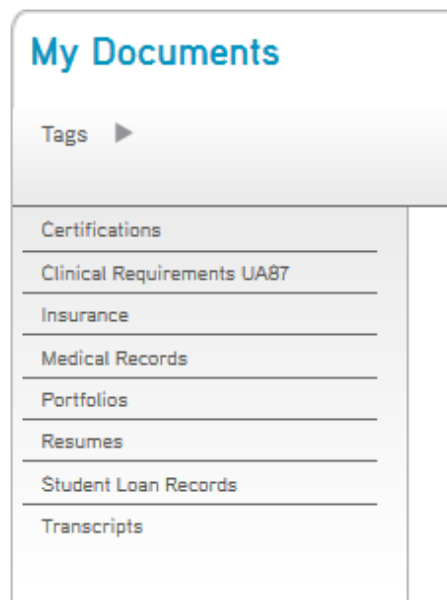
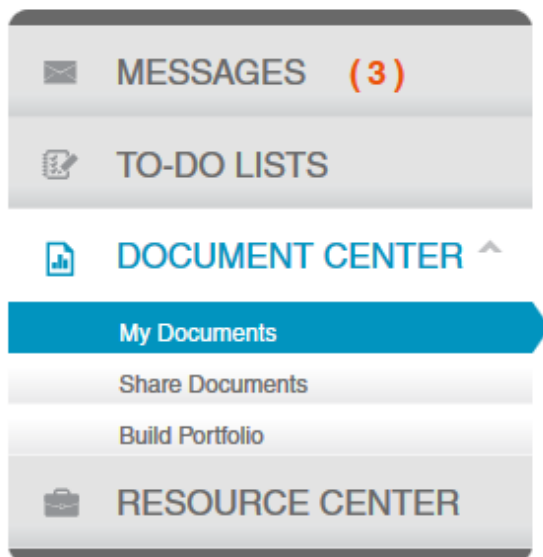
Social Security Alert

Residency History



Medical Document Manager CRR

Package Cost: \$94.75



































4. Complete all personal information, **making sure to use your @maine.edu email address** for your account.
 - a. If you have to purchase a second test for any reason, be sure to use the **same email address** so that duplicate accounts are not created (see below for additional information)
5. Finish the setup of your account. You can upload any documents you already have into CastleBranch under the My Documents sections. Once your package is loaded and you have items in your To Do list, you will need to transfer these documents from the My Documents into your To Do list items in order for them to be reviewed.
 - a. Click on the requirement from the To Do list and click on the Browse button next to the My Documents option → select the file and upload



6. Some of the clinical requirements require multiple trips to the doctor's office or pharmacy so please plan accordingly. Requirements are submit to change at any time.
- Clicking on each requirement will provide additional information on what is required for that item to be considered complete
 - Files can be uploaded from My Documents within CastleBranch or uploaded from the computer or a flash drive
 - Multiple files can be uploaded for the same requirement
 - Upload the first file – do NOT hit Submit
 - Directly below your first attached file, you will see the option to 'Attach another file from either: My Documents (or) Your computer or flash drive'. Do this as many times as needed to complete the requirement, then hit Submit
 - CastleBranch will merge all documents into one after the upload

 **Clinical Requirements UA87** 17 Requirements **INCOMPLETE** 

Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.

Requirement	Date Due	STATUS
 1. Measles, Mumps, and Rubella (MMR)		 Incomplete
 2. Varicella (Chicken Pox)		 Incomplete
 3. Hepatitis B		 Incomplete
 4. Tuberculosis (TB)		 Incomplete
 5. Tetanus		 Incomplete
 6. CPR Certification		 Incomplete
 7. Health Insurance		 Incomplete
 8. Influenza		 Incomplete
 9. Handbook Acknowledgement		 Incomplete
 10. American OT Association Membership		 Incomplete
 11. Infection Control Training		 Incomplete
 12. Bloodborne Pathogens Training		 Incomplete
 13. HIPAA Training		 Incomplete
 14. Maine OT Association Membership		 Incomplete
 15. Hand Washing Acknowledgement		 Incomplete
 16. State of Maine Department of Education (DOE) CHRC card		 Incomplete
 17. Lab Safety Certificate		 Incomplete

7. Once documentation has been received by CastleBranch, the file will change from Incomplete to Pending, then either COMPLETE or REJECTED. *Requirements will not be considered met and up to date until it reads COMPLETE in CastleBranch.*
 - a. Be sure to click on the file and **read the reason for rejection**. Resubmission is often required.
 - b. For questions, please contact CastleBranch's User Support Team directly at 888-666-7788, Option 1. The number is always at the top of the user screen.
8. Renewal of Documents
 - a. Depending on the requirement, this may be done annually, bi-annually, or only once. Please promptly read any email communication from CastleBranch and be sure to have all required documentation uploaded in a timely manner.
9. ***Failure to complete all necessary Fieldwork Site Requirements in a timely manner may result in a fieldwork placement being delayed or cancelled***
10. ***Failure to remain current with all clinical requirements in CastleBranch while out on fieldwork may result in the student being removed from fieldwork until the requirements are complete***

Ordering Additional Packages through CastleBranch

Background checks must be renewed on an annual basis. Occasionally, a site will request that the student complete a drug screen prior to beginning fieldwork or the site may require a new background check in order to meet their timeframe requirements. Students will need to return to the USM MOT portal on CastleBranch to place their order, unless specifically requested to go through the fieldwork site.

- Go to <https://portal.castlebranch.com/ua87> and click on Place Order
- From the drop down menu, select either **UA87bg: Background Check** *or* **UA87dt10: Drug Test** and follow the prompts.
 - a. Use the **same email address as before** so that duplicate accounts are not created
 - b. The Background Check costs \$74.75 and contains the following:

Package: UA87bg

Statewide Criminal ME

Nationwide Healthcare Fraud And Abuse Scan

Nationwide Record Indicator Alias with SOI

Social Security Alert

Residency History

Package Cost: \$74.75

- c. The Drug Screen costs \$53 and contains a 10 panel drug screen:
 - i. An order will be created for the student to take to a local site for fulfillment
 - ii. If the site listed is an unreasonable distance from your residence, contact the Academic Fieldwork Coordinator for assistance

Package: UA87dt10

Drug Test

Package Cost: \$53.00

Sites Requesting Proof of Requirement Completion

Students may directly share documents saved in CastleBranch with a fieldwork educator or site if requested to do so. The USM MOT program does not release student information to fieldwork educators, nor does it access student information uploaded into CastleBranch other than overview reports generated by CastleBranch.

1. Log into CastleBranch (<http://mycb.castlebranch.com>) and navigate to Document Center → Share Documents
2. Follow the prompts and select the appropriate materials to send to your site

The screenshot displays the 'Share Documents' interface in CastleBranch. On the left is a navigation sidebar with options: MESSAGES (3), TO-DO LISTS, DOCUMENT CENTER (selected), My Documents, Share Documents (highlighted), Build Portfolio, and RESOURCE CENTER. The main content area is titled 'Share Documents' and features a progress indicator 'THE PROCESS' with tabs for 'GRANT ACCESS' (selected) and 'WHO HAS ACCESS (0)'. The process is divided into three steps:

- Choose who gets access:** Represented by an icon of three people. Instructions include: 'Choose the person that you want to give access to selected documents and profile information.' and 'Select Grant Access tab to begin.'
- Select what to share:** Represented by an icon of a document with a checkmark. Instructions include: 'Choose the information you wish to share from your profile or Document Center.' and 'Preview the information before sending.'
- Send your invitation:** Represented by an icon of an envelope. Instructions include: 'An email is sent to the recipient with a link to view your information.' and 'Monitor when your shared information is viewed.'

A 'Next' button is located at the bottom right of the interface.

Additional Information

CPR Certification

CPR certification must be for the Healthcare Professional and cover infants, children, and adults. Students should schedule themselves to take a CPR certification course. This course needs to be **in person or blended** (unless you are renewing your certification), either through the American Red Cross or the American Heart Association. The CPR card that is uploaded into CastleBranch must have the holder’s signature in order to be considered valid.

American Red Cross – BLS/CPR for Healthcare <http://www.redcross.org/local/maine/take-a-class>

American Heart Association – Basic Life Support (BLS)
http://cpr.heart.org/AHA/ECC/CPRECC/Training/HealthcareProfessional/UCM_473185_Healthcare-Professional.jsp

Lighthouse Health and Safety (<http://www.lighthousehealthandsafety.com/>) is run locally business who will do group classes if there is a need. She is licensed through the American Red Cross.

CPR Certification Renewals

Certification renewals can be completed fully online. The following site offers certification courses for healthcare professionals that cover infants, children, and adults and adheres to the American Heart Association’s guidelines for training.

ProCPR <https://www.procpr.org/>

One of these trainings will fulfill the certification requirements for CPR renewals:

	Price	Watch Demo	Initial or Re-Cert	Health Care BLS	Adult CPR	Pediatric (Child / Infant) CPR	AED	First Aid	Video Length
ProFirstAid Advanced Who needs this training?	\$49.95								5 hrs 23 min
ProCPR Who needs this training?	\$49.95								3 hrs 9 min