

Background Screening Requirements for Student Placement at Halifax Health

Step 1: Students must be approved for placement at Halifax Health and complete the online application located on the [student website](#).

Step 2: Check with your Program Director/Clinical Coordinator to determine if your school utilizes CastleBranch.

- If yes, your school will allow access to the Office of Student Placement only to the documents specific to your internship/clinical rotation at this facility.
- If no, students will need to purchase a myCB portal to upload their documentation. To purchase a myCB portal, click on the Halifax Health System Students account [portal link](#). The cost for purchasing the portal is a one-time fee of \$35.00 directly through [CastleBranch](#).

If you need assistance with setting up your myCB portal, click [here](#) to access step-by-step instructions on how to set up your secure portal.

Step 3: Students must obtain the following:

- Level 1 Background Check
- Level 2 Background Check, which includes fingerprinting
- Immunizations; and
- Urine drug screening

If applicable, professional license(s) must be active and in good standing with the appropriate licensure board, with no restrictions and no current disciplinary action.

Level 1 Background Check

There are many different kinds of background checks. Halifax Health requires documentation on the following and must be current within the past 12 months on:

- Any felony conviction(s);
- Any misdemeanor(s);
- Statewide Criminal History;
- Residency history of seven (7) years;
- Social Security number(s);
- Any registration with the Nationwide Sexual Offender and Predator Registry;
- Any registration with the Nationwide Healthcare Fraud and Abuse Scan

Level 2 Fingerprinting

Background check results must be made available to Halifax Health, and results must be current within the past 12 months. Halifax Health's Office of Student Placement may be contacted for names of other approved background screening vendors.

The above background check services will be completed at the university's/college's or student's expense.

Medical and Drug Screening Requirements for Student Placement at Halifax Health

In addition, to obtaining a Level 1 Background Check and Level 2 Fingerprinting, students must provide documentation that he/she has received the following vaccinations below according to the criteria outlined for each vaccine:

Varicella (Select which apply)

- Documentation of 2 doses of Varicella **or** Vaccine or a record from a clinic or a physician **or**
 A positive titer or the laboratory record from the laboratory which did the test **or** Documented proof from the patient's physician that they had the disease

Measles, Mumps, Rubella (MMR) (Select which apply)

- Documentation of 2 doses of the MMR vaccines given at least one month apart or titers proving immunity **or** Documentation of having the disease(s) **or**
 Born prior to 1957

Hepatitis B (Select which apply)

- Documentation of 3 doses completed series of Hepatitis B **or** A positive titer proving immunity **or**
 Proof that the series has been started if the series has not been completed **or** Signed declination

Influenza/Flu

- Documentation of one dose of influenza vaccine annually required for student placements occurring September 1 through March 31.

COVID 19 Vaccine

- Provide Proof of vaccination (CDC Vaccination Card, documentation of vaccination from healthcare provider or EHR, or state immunization system record)

NOTE: students must be FULLY vaccinated. FULLY = 14 days after final shot

Or

- Student must have Medical or Religious Exemption approved through HALIFAX HEALTH EXEMPTION REVIEW COMMITTEE

□ **Tuberculosis skin testing (TST) or PPD**

- You must provide documentation of a PPD that will remain current throughout the course of your placement (s) at Halifax Health/Hospice.
- Skin testing must be repeated annually to monitor for a change in immunity to TB due to exposure to TB. In the case of a past positive PPD the PPD should not be repeated however a chest x-ray is done to rule out radiographic evidence of active tuberculosis disease. A quantiferon blood test within 1 year and a negative Tuberculosis Screening Questionnaire done within 30 days also meets the requirement.
- If a chest x-ray is completed it should be performed within a year and a Tuberculosis screening questionnaire should be completed within 30 days.

□ **Urine Drug Screening**

- A negative urine drug screen is required for all applicants starting a rotation. This drug screen should be at minimum, a **10 panel drug screen** and have been completed **within 120 days** of the start of the student placement. If multiple rotations will be completed through the facility for the same degree program then only one drug screen at the beginning of the first rotation will be required.

The medical screening services listed above must be completed at the university's/college's or student's expense.