

MANDATORY DOCUMENTATION

This packet contains information on mandatory documentation to be returned to CastleBranch, our third party reporting system, prior to the start of the course. Each of these forms contains important information and is a requirement for course participation. This information is located in the 2019 EMT Packet. A checklist for all of the information that we need has been provided below to help you in this gathering process.

You MUST send records of your PPD (TB) test, proof of immunizations and all other required paperwork to CastleBranch 2 weeks prior to the start of the course or you will be assessed a \$75.00 late fee and potentially dismissed from the course. At the time of course registration we will approve you through the CastleBranch system, this is an online, confidential reporting system.

Checklist for EMT/WEMT Required Documentation

To be received by CastleBranch no later than two weeks prior to the course start date:

- NOC Waiver and Release Form
- NOC Medical Form
- Proof of graduation from high school or a GED (a 10th grade reading level is assumed as part of this requirement). A diploma from an accredited two or four Year College or university will also be accepted.
- Completion of Westcare clinical orientation manual, send originals of appendices A through E (details are in your registration pack)

- Send proof of clinical insurance obtained from HPSO (details are in your registration pack)
- 11 Panel Drug Screen, A minimum of an 11-panel drug screen should be done and read two weeks prior to the course start date. Please note that it can take a week or more for results to be ready. ***directions on CastleBranch**
- Provide proof that you are current on the following immunizations. Proof can be school records, doctor's records or military service records:
 - **TB Skin Test:** Test must be negative. Test must also be less than one year old and remain current during the clinical rotation. If the PPD cannot be placed due to a prior positive reading, a BCG vaccination, or an allergy to the testing solution, the student needs to provide a copy of a one view chest x-ray that denoted no signs of TB (must be current within the last year)
 - **Immune status to MMR (measles, mumps, rubella) MMR-** documented series of two (2) vaccinations or a titer showing immunity
 - **Immune status to Pertussis** Documentation of vaccine. Tdap will be accepted.
 - **Immune status to Varicella-** series of two (2) vaccinations or, if student had the infection, a titer showing antibodies
 - **Hepatitis B Series or a signed waiver:** Hep B immunizations are preferred (best practice) but not required. If the student has had the series, documentation must be provided. If the student has not had the series, a declination form must be signed.
 - **Proof of a Tetanus vaccine within the last 10 years:** If the student does not have proof of a Tetanus or Tdap immunization in the last 10 years, the student's primary care physician of the Health Department can update the vaccine.
 - **Annual Flu Vaccine:** The Flu season for Harris Regional Hospital is October 1st through March 31st (or until two weeks after the last flu case is admitted to the hospital)

**** As a backup, please bring all original paperwork to the course start.**