NURSING HEALTH REQUIREMENTS: CASTLEBRANCH

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WHAT IS CASTLEBRANCH?

- Online tracking system for health records
- Required for all nursing programs
  - Based on SEWNA requirements

CastleBranch
The Power to Make Informed Decisions.

- **When to register and complete requirements:**
  - RIGHT AWAY!
  - For online orientation, must show complete ‘To-Do’ list to be successful in course
  - A hold is placed on your registration account (IOL) until all requirements are complete
  - Needed throughout entirety of nursing program

WHAT DO YOU NEED?

- Immunization History
  - TDAP
    - **TDAP required in history, PLUS either a TDAP booster OR TD booster within last 10 years**
  - Measles
    - **2 vaccines OR positive antibody titer**
  - Mumps
    - **If born after 1/1/1957: 2 vaccines OR positive antibody titer**
  - Rubella
    - **2 vaccines OR positive antibody titer**
  - Varicella (chicken pox)
    - **2 vaccines OR positive antibody titer**
  - Annual flu shot
    - **Due by October 15th of each year**
  - Covid vaccination series
    - **either one dose of Johnson and Johnson or 2 dose series of Moderna or Pfizer**
    - **Booster (not currently required as of April 2022, but may be in the future)**
  - Hepatitis B series
    - **positive antibody titer OR 3 doses**

Immunization TIP:

If you grew up in Arizona you can go to the Arizona Department of Health Services MyIR site to look up your immunizations.
Another resource in Arizona would be the Health office at the High School you attended in Arizona.
Otherwise, contact your primary care provider for a list of your immunizations.

Titer TIP:

You can contact your provider to order a titer or vaccine, or use any of these sites:
www.schooltiters.com
www.anylabtestnow.com
https://www.cvs.com/minuteclinic

WHAT DO YOU NEED? CONTINUED…

- Annual TB skin test
  - A 2 step skin test or QuantiFERON blood test is required to be completed at the beginning
    - If positive – submit a clear (current, within past 12 months) chest x-ray and fill out TB questionnaire annually
  - Annually thereafter, a 1 step skin test or QuantiFERON blood test is required to be completed
- History and Physical examination
  - For the first time the entire form (including doctor's signature on page 4) is required
  - Annually moving forward you will be required to fill out the health history on the first 3 pages but you do not need a doctor's physical or signature
- CPR
  - It is a requirement that the certificate be through American Heart Association
  - BLS for Providers

TB Test TIP:
Go to your provider or any lab service:
www.anylabtestnow.com
https://www.cvs.com/minuteclinic

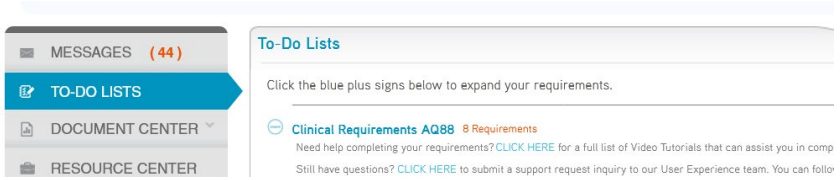
CPR TIP:
Can do online with in person skills session or in person class

- **Sign up for online course:**
  https://shopcpr.heart.org/courses/bls?aha_product_type=99&associated_course=49&audience=59&format=88
- **Sign up for in-class skills check off**
  https://ahainstructornetwork.americanheart.org/AHAECC/classConnector.jsp?pid=ahaecc.classconnector.home&courseid=1-5BPOMK&&language=1001&_ga=2.91421849.2055285487.1578327641-453186194.1568832621

WHAT DO YOU NEED? CONTINUED…

- Drug screen
  - When you download the drug test it will give you a list of locations near you where you can submit your urine for testing
  - You will need to call the location directly to determine if an appointment is needed.
- Caregiver Background Check
  - Completely and honestly fill out BID Form annually
- **Arizona Department of Safety Level 1 Fingerprint Clearance Card**
- RN License (if in RN-BSN, MSN, or DNP programs)
  - If in DEMSN program, check that you are an undergraduate student so that it will not require you to upload a RN License
- E-Learning (HIPAA and OSHA)

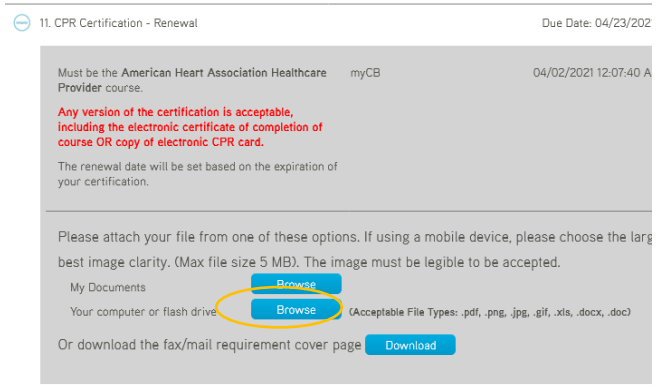
WHAT TO SUBMIT?

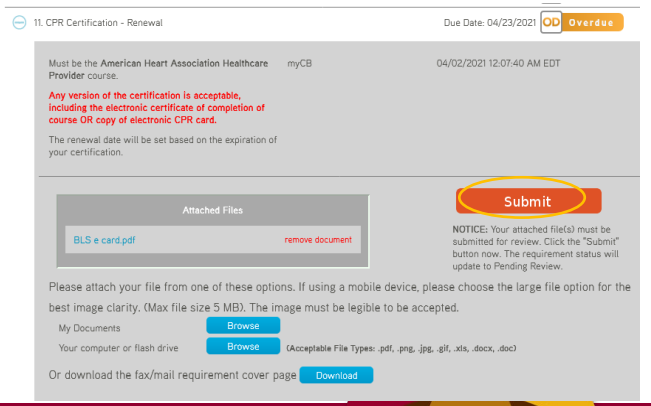


- Download, fill out and upload your complete BID form
- Print out the drug test page, find the closest center listed to take the test
  - Call ahead to see if you need to make an appointment/they have availability
  - Complete this ASAP as drug testing site can be delayed/booked far in advance
- Print out the drug test page, find the closest center listed to take the test
- Upload your RN license and current CPR
  - Must be through American Heart Association, BLS for Providers
- Fill out, have doctor sign last page and upload history and physical

Submission TIP:

- Click on the + sign next to each requirement to see details
- Click the 'browse' next to 'Your computer or flash drive' to submit a requirement
- Make sure to click 'Submit' after attaching file

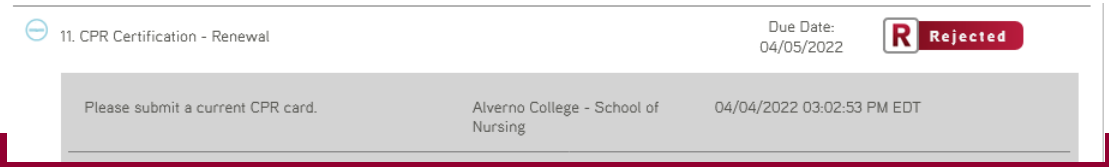




WHAT HAPPENS AFTER EVERYTHING IS COMPLETE?

- Once completed, all of your requirements will appear as a green ‘completed’ box
  - Your hold will be removed from your IOL account by the Clinical Liaison
- CastleBranch will notify you when something is due (about 60 days beforehand)
  - Yearly TB, seasonal flu shot, bi-annual CPR, annual history form (only first 3 pages), bi-annual RN license, annual BID

- If the requirement is not completed by due date:
  - A hold will be placed on your IOL account until you fulfill the requirement
  - If in clinical/practicum, you and your instructor will be told that you cannot participate until you fulfill your requirement
    - **This puts your success in the clinical course in jeopardy!**
- If an item is rejected, CastleBranch will list why it was rejected under your ‘To-Do List’
  - **Don’t just assume that once you submit everything that you are done! Make sure to check for anything rejected and make sure you have all green boxes!**



OTHER HOUSEKEEPING ITEMS

- Remember that CastleBranch's 'To-Do' list will always house the most up-to-date requirements
- Make a habit of checking into CastleBranch periodically to see when items will be due so that you can plan ahead

VIDEO

- Next- watch the short video provided on how to register in CastleBranch
- Questions?
  - Call CastleBranch at (888) 723-4263 or see their list of video tutorials
  - Call or email Alverno's Clinical Liaison with any questions or concerns that CastleBranch cannot answer