

Clinical Requirements Completed via CastleBranch

Clinical Requirement	Description of Requirement	Frequency of Completion
WI-Caregiver Background Check (Baseline)	Submit your completed CastleBranch Background Check Form. Be sure to address all elements of the form; failure to do so will result in your form being rejected by CastleBranch. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i>	Upon entry to your program in the JMSNHP, every 4 years while in a JMSNHP program, with background changes.
Background Annual Attestation	Submit your completed BID Form, annually by August 1st, January 1st, or May 1st, depending upon when your background check was completed. Be sure to address all elements of the attestation, failure to do so will result in your form being rejected by CastleBranch. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i>	Annually by January 1, May 1, or August 1, depending upon when your background check was completed.
Health History and Physical Examination Form (Pages 1-4; Baseline)	Submit your completed Health History and Physical Examination Form (4 pages), signed and dated by your healthcare provider. Be sure to address all elements of the form; failure to do so will result in your form being rejected by CastleBranch. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i>	Once, upon entry to your program in the JMSNHP.
AQ88 eLearning Tracker (multiple online modules for OSHA, HIPAA etc.)	Complete all elements of the OSHA and HIPAA training online through your CastleBranch account as directed. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i>	Once, upon entry to your program in the JMSNHP.

<p>Health History and Physical Examination Form Annual Renewal (Pages 1-3; Annual)</p>	<p>Submit your completed Health History Form (3 pages) by August 1st, January 1st, or May 1st, depending upon when you completed your last health history. Be sure to address all elements of the 3-page form; failure to do so will result in your form being rejected by CastleBranch. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i></p>	<p>Annually by January 1, May 1, or August 1, depending upon when your health history was last completed.</p>
<p>CPR Certification</p>	<p>Submit evidence of current American Heart Association (AHA) Provider Certification. ONLY AHA CPR certification meets your program requirement. CPR certification granted by the American Red Cross or any agency other than the AHA <u>will not be accepted</u>. You may submit either a copy of an electronic certificate of completion of the course (must include "hands-on" skills testing) OR a copy of your AHA CPR-provider card. Student's CPR may not expire at any time during their Spring, Summer, or Fall semester. The renewal date will be set in CastleBranch as January 1st, May 1st, or August 1st of the spring, summer, or fall semester in which expiration date on the student's CPR card falls. For example, if the expiration date on the CPR card is 3/20/23, the student must renew prior to 1/1/2023. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i></p>	<p>Bi-annually by January 1, May 1, or August 1, depending upon when your CPR certification was completed.</p>
<p>Influenza Vaccination (Annual)</p>	<p>Submit documentation of your influenza vaccination administered between August 1 and October 1 of the current flu season, annually. Documentation of vaccination must include student name, date of administration, and vaccine manufacturer. Religious exemption from the influenza vaccination requirement will not be granted. Requests for a medical exemption from the influenza vaccination requirement will be accepted and reviewed by a JMSNHP Administrator or designee, but you should be aware that there is NO guarantee that such a request will be granted, regardless of accompanying documentation. All requests for a medical exemption from the influenza requirement submitted to CastleBranch must include a completed exemption request form and a signed statement from your healthcare provider indicating the reason you cannot receive the vaccination. Provider documentation must include the clinic name, address, and provider contact information. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i></p>	<p>Annually by October 1 of the current flu season.</p>

Tuberculosis (TB) (Baseline)	<p>Submit documentation of either of the following completed within the last 12 months: a 2-step TB skin test administered 1-3 weeks apart OR a negative Quantiferon Gold Blood Test. IF your TB test is positive, you must submit a clear Chest X-Ray with lab report completed within the last 12 months. Documentation of the TB skin test results must include student name, administration date, measurement of induration in mm, determination of status (positive or negative), and clinic/healthcare system contact information. <i>You may not be enrolled in a clinical course if you have not completed the TB requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i></p>	<p>Once, upon entry to your program in the JMSNHP.</p>
Tuberculosis (TB) (Annual Renewal)	<p>Submit documentation of 1-step TB skin test or Quantiferon Gold Blood Test. IF your TB test is positive, you must submit a clear Chest X-Ray with lab report completed within the last 12 months. Documentation of the TB skin test must include student name, administration date, measurement of induration in mm, determination of status (positive or negative), and clinic/healthcare system contact information. <i>You may not be enrolled in a clinical course if you have not completed the TB requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i></p>	<p>Annually by January 1, May 1, or August 1, depending upon when your last TB test was completed.</p>
COVID-19 Vaccination	<p>Submit documentation of your COVID-19 vaccination #1 and #2, evidencing that you are fully vaccinated against COVID-19. Documentation must include student name, date of administration, and vaccine manufacturer. Religious exemption from the COVID-19 vaccination requirement will not be granted. Requests for a medical exemption from the COVID-19 vaccination requirement will be accepted and reviewed by a JMSNHP Administrator or designee, but you should be aware that there is NO guarantee that such a request will be granted, regardless of accompanying documentation. All requests for a medical exemption from the COVID-19 vaccination requirement submitted to CastleBranch must include a completed exemption request form and a signed statement from your healthcare provider indicating the reason you cannot receive the vaccination. Provider documentation must include the clinic name, address, and provider contact information. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i></p>	<p>Full vaccination required upon entry to your program</p>

COVID Booster #1	Submit documentation of your first COVID booster, which is highly recommended but not currently required, but may be in the future. Documentation of vaccination must include student name, date of administration, and vaccine manufacturer.	TBD
COVID Booster #2	Submit documentation of your second COVID booster, which is highly recommended but not currently required, but may be in the future. Documentation of vaccination must include student name, date of administration, and vaccine manufacturer.	TBD
COVID Booster #3	Submit documentation of your third COVID booster, which is highly recommended but not currently required, but may be in the future. Documentation of vaccination must include student name, date of administration, and vaccine manufacturer.	TBD
Hepatitis B Vaccination	Submit documentation of a positive antibody titer for Hepatitis B. Lab report is required (MUST include student name, administration date, lab result, normal range, and determination of immunity). If your titer is negative or equivocal, you must repeat the Hep B vaccine series. The 3-dose vaccine is given at 0 (baseline), 1, and 6 months. If you repeat a 3-dose series, you must submit documentation of compliance at 0, 1, and 6 months. If you are required to repeat the Hep B vaccine series, you will be required to submit evidence of the first dose by January 1st, May 1st, or August 1st, depending upon whether you enter your program in the spring, summer, or fall semester. The second dose and documentation will be due 4 weeks after the first dose; the third dose and documentation will be due at least 8 weeks after the second dose and at least 16 weeks after the first dose. In some areas of the country a 2-dose series (HEPLISAV-B) is available. If your provider orders this version of the vaccine, which involves administration at 0 and 1 month, you must submit evidence of the first dose by January 1st, May 1st, or August 1st, depending upon whether you enter your program in the spring, summer, or fall semester. The second dose and documentation will be due 4 weeks after the first dose. Documentation of Hep B vaccination must include the student's name and the date each vaccine was administered along with the vaccine manufacturer. <i>You MAY begin clinicals as long as your Hep B series is underway, but you must meet the deadlines for subsequent doses, or you will be administratively removed from your clinical course and costs associated with the course will remain your responsibility.</i>	See description.

<p>Tetanus, Diphtheria & Pertussis (TDaP)</p>	<p>Submit documentation of EITHER a TDaP vaccine administered within the last 10 years OR a TDaP vaccine administered within your lifetime AND a TDaP or Td booster administered within the last 10 years. Documentation of vaccination must include student name, date of administration, and vaccine manufacturer. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i></p>	<p>Once, upon entry to your program in the JMSNHP and renewed every 10 years.</p>
<p>Measles (Rubeola)</p>	<p>Submit documentation of two measles vaccinations OR a positive measles antibody titer (lab report required and must include student name, administration date, lab result, normal range, and determination of immunity). Documentation of vaccination must include student name, date of administration, and vaccine manufacturer. If you have never received the measles vaccine or if your titer is negative or equivocal, you must receive and submit documentation of the 2-dose measles vaccine series. The two doses are given at least 28 days apart. You may not be enrolled in a clinical course if you have not completed the 2-dose series. If your vaccination documentation is incomplete and/or not available, you must submit evidence of a positive measles antibody titer as described above. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i></p>	<p>Once, upon entry to your program in the JMSNHP</p>
<p>Mumps</p>	<p>Were you born prior to 1/1/1957? If NO, submit documentation of two mumps vaccinations OR a positive Mumps antibody titer (lab report required and must include student name, administration date, lab result, normal range, and determination of immunity). If you have never received the mumps vaccine or if your titer is negative, you must receive and submit documentation of the 2-dose mumps vaccine series. The two doses are given at least 28 days apart. You may not be enrolled in a clinical course if you have not completed the 2-dose series. If your vaccination documentation is incomplete and/or not available, you must submit evidence of a positive measles antibody titer as described above. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i></p>	<p>Once, upon entry to your program in the JMSNHP</p>

Rubella	<p>Submit documentation of two Rubella vaccinations OR a positive Rubella antibody titer (lab report required and must include student name, administration date, lab result, normal range, and determination of immunity). Documentation of vaccination must include student name, date of administration, and vaccine manufacturer. If you have never received the Rubella vaccine or if your titer is negative or equivocal, you must receive and submit documentation of the 2-dose Rubella vaccine series. The two doses are given at least 28 days apart. You may not be enrolled in a clinical course if you have not completed the 2-dose series. If your vaccination documentation is incomplete and/or not available, you must submit evidence of a positive rubella antibody titer as described above. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i></p>	<p>Once, upon entry to your program in the JMSNHP</p>
Varicella (Chickenpox)	<p>Submit documentation of completed 2-dose series of chickenpox vaccine OR evidence of a positive chickenpox antibody titer (lab report required and must include student name, administration date, lab result, normal range, and determination of immunity). If you have never received the chickenpox vaccine or if your titer is negative or equivocal, you must receive and submit documentation of the 2-dose chickenpox vaccine series. The two doses are given at least 28 days apart. Documentation of chicken pox vaccination MUST include student name, the date each vaccine was administered, and manufacturer name. If that information is not available, the student must submit evidence of a positive chickenpox antibody titer as described above. <i>You may not be enrolled in a clinical course if you have not completed this requirement by the due date identified in the CastleBranch policy published in the most current version of the JMSNHP handbook for your program.</i></p>	<p>Once, upon entry to your program in the JMSNHP</p>
RN Licensure	<p>Are you a student in an advanced practice graduate nursing program (i.e., nurse practitioner [NP] or clinical nurse specialist [CNS]) or a doctor of nursing practice (DNP) program? If YES, submit documentation of your WI RN license (must include your name, license # and expiration date). BSN and DEMSN students select "NO."</p>	
Drug Screen	<p>Urine drug screens must be completed within 48 hours of the time the order is placed in CastleBranch. When ordered, students will receive an email from CastleBranch with directions that include a link to numerous testing centers located throughout the United States. Failure to submit to a drug screen, or attempting to tamper with, contaminate, or switch a urine sample violates professional standards, precluding the student from continuing in a course and achieving practicum course outcomes; consequently, the student is dismissed from their program and the JMSNHP.</p>	<p>Upon entry to your program in the JMSNHP as directed; random as directed.</p>

CastleBranch: Clinical Requirements Policy

POLICY:

CastleBranch is an external company contracted by the JMSNHP to facilitate, track, and validate student compliance with clinical requirements. Information specific to each clinical requirement (e.g., care giver background check, drug screening, AHA CPR certification, and health requirements, etc.) is presented in unique sections of this Handbook (see Table of Contents). All nursing students establish an account with CastleBranch, following the instructions provided in the orientation course of their program of study (MSN-600, MSN-600B, MSN-600B, or DNP-800). The student's establishment of a CastleBranch account is associated with an orientation course fee that is non-refundable.

Each semester, student clinical placements in the JMSNHP are dependent upon the opportunities opened to us by our health care system partners. Students and faculty must always keep in mind that we are guests in the clinical setting, and it is incumbent upon us to abide by the policies, procedures, and traditions therein. The requirements for student clinical placement set forth by our healthcare system partners include, but are not limited to, pre-clinical requirements such as the submission of individual student placement information on a deadline, many weeks in advance of any given semester start; attestation of student compliance with all CastleBranch requirements; and confirmation that students have completed site-specific orientation requirements. Accordingly,

- The last day to register for fall semester clinical courses is JULY 1.
- The last day to register for spring semester clinical courses is DECEMBER 1.
- The last day to register for summer semester clinical courses (DEMSN only) is APRIL 1.

Students should be aware that late registration for clinical courses will not be permitted. Consequently, students with CastleBranch, financial, or other registration "HOLDS" must work to clear them prior to registration deadlines. Students are encouraged to reach out to the Registrar's Office, the Office of Student Development and Success, and/or the Office of Financial Aid for assistance, if necessary. *Note: DEMSN students do not self-register; however, they should be aware that registration deadlines still apply.

CastleBranch Deadlines and Clinical Course Registration HOLDS:

- A registration "HOLD" will be applied when a student is not in compliance with one or more CastleBranch requirements.
- A CastleBranch "HOLD" will disallow student registration for all nursing courses for the upcoming semester.
- CastleBranch registration "HOLDS" will not be removed until all relevant requirements have been met, as evidenced by CastleBranch approval of the documentation a student submits to their CastleBranch account.
- CastleBranch "HOLDS" that are cleared after the clinical course registration deadline will NOT result in a student's ability to be registered for a clinical course in the upcoming semester. The clinical course registration deadlines above are FIRM.

CastleBranch Requirements and Participation in Clinical Courses

- Last day to demonstrate compliance with all CastleBranch requirements for the fall semester is AUGUST 1
- Last day to demonstrate compliance with CastleBranch Influenza requirements is OCTOBER 1
- Last day to demonstrate compliance with all CastleBranch requirements for the spring semester is JANUARY 1.
- Last day to demonstrate compliance with CastleBranch requirements for the summer semester is MAY 1

All students are responsible for ensuring that they have met all CastleBranch requirements for the entirety of any given upcoming semester by the respective August 1, January 1, and May 1 semester deadlines. **In part, this means that**

neither annual nor biannual CastleBranch requirements can be set to expire on a date that falls during the semester of a student’s clinical course.

- As an example, if a student’s AHA CPR certification will expire at any time during the spring 2023 semester, they must recertify and submit documentation of current certification sufficient to support CastleBranch approval of that evidence no later than the January 1 deadline.
- As a second example, if a student’s one-step TB test annual renewal is due anytime during the spring 2023 semester, they must complete the test and submit the related documentation sufficient to support CastleBranch approval of that evidence no later than the January 1 deadline.

Students should keep in mind that:

- It may take up to a week for CastleBranch to review and respond to the documentation they submit. If you have been waiting more than a week the student should contact CB as this may be a CB IT issue.
- “Rejected” submissions must be addressed by the student in a timely manner, because it may take up to a week for CastleBranch to review and respond to their re-submissions.
- The August 1, October 1, January 1, and May 1 deadlines are firm, meaning, in part, that they will not be adjusted in the case of “rejected” documentation.
- The single exception to the August 1 due date is the annual influenza vaccination requirement. Evidence of meeting that requirement must be submitted and approved in CastleBranch by October 1 each year. The influenza vaccine for any given year is typically available to the public in late July.

PROCEDURE:

1. The student establishes a CastleBranch account as directed in their program orientation course.
2. The student establishes and ensures continuous compliance with all CastleBranch requirements for fall, spring, and summer semesters no later than August 1, January 1, and May 1, respectively.
3. Students found to be out of compliance with CastleBranch requirements after the August 1, October 1, January 1, and May 1 deadlines will be administratively removed from their respective fall, spring, or summer clinical course. The next possible opportunity to register for the course will be the following semester.
4. Documentation of compliance with clinical requirements is to be submitted via the student’s CastleBranch account. Students are directed NOT to email evidence of their compliance with clinical requirements to the Dean, Program Directors, Clinical Liaison, faculty, or nursing administrative assistant as it will NOT be considered or accepted.
5. Students may NOT participate in their clinical course at the clinical site if they are not fully compliant with all clinical requirements in CastleBranch. Formal approval of the documentation uploaded to CastleBranch constitutes “compliance” with any given clinical requirement.
6. Because full participation in clinical courses in the clinical setting is necessary to meet course outcomes, students who miss clinical due to non-compliance are at very high risk for the administration of a progress code of “U” for the course. In the event of a missed clinical, faculty may require a student to complete additional course assignments, but such assignments are not to be considered an alternative to actual participation in clinical.
7. The JMSNHP Clinical Liaison routinely checks student CastleBranch accounts for compliance after each deadline date (January 1, May 1, August 1, and October 1) and then every 2 weeks thereafter. There will not be multiple checks per week or “off-schedule” review of CastleBranch by the clinical liaison in response to individual student requests. If a student is found to be out of compliance with any clinical requirement at any point in any given

semester, they should anticipate that the documentation of compliance will not be reviewed in CastleBranch by the Clinical Liaison until it has been 2 weeks from their initial compliance check.

8. If the student fails to establish and maintain compliance with all health care requirements through their CastleBranch account, a CastleBranch HOLD will be placed on the student's Alverno account, preventing registration for future courses. Once the required evidence has been submitted and is validated by CastleBranch, the registration HOLD is removed, and the student can be registered for courses if the due date for registration has not passed. The student is to be aware that without exception:
 - a. Last day to register for fall semester clinical courses is JULY 1
 - b. Last day to register for spring semester clinical courses is DECEMBER 1
 - c. Last day to register for summer semester clinical courses (DEMSN only) is APRIL 1
9. A registration "HOLD" will be applied when a student is not in compliance with one or more CastleBranch requirements.
10. A CastleBranch registration "HOLD" will disallow student registration for all nursing courses for the upcoming semester.
11. CastleBranch registration "HOLDS" will not be removed until all relevant requirements have been met, as evidenced by CastleBranch approval of the documentation a student submits to their CastleBranch account.
12. CastleBranch "HOLDS" that are cleared after the clinical course registration deadline will NOT result in a student's ability to be registered for a clinical course in the upcoming semester. The clinical course registration deadlines above are FIRM.