

**MANDATORY HEALTH, IMMUNIZATION AND COMPLIANCE REQUIREMENTS  
FOR ASU NURSING STUDENTS  
2019-2010**

**RATIONALE FOR REQUIREMENTS:** Students admitted to the MSN program are required to be in compliance with the guidelines set forth by the ASU Department of Nursing and the *North Carolina Consortium for Clinical Education and Practice (NCCCEP)*.

**ASU NURSING REQUIREMENTS**

- **Program documents** providing the department with information, consents and training
- **Employment information** on ASU form. This may be used in planning for the Summer NUR 5901 course. Should students change employment, they must provide updated information to the program.
  - *Students in the MSN program who are not employed will need to contact the ASU graduate Programs Director by November 1.*
- **Personal Data (ASU Form):** Any changes in name, address, or phone number; and changes in licensure should be communicated with course instructors, program director, administrative assistant, Director of Academic Support and Program Compliance within 2 weeks of occurrence. The ASU Banner system information for the university should also be updated. (<https://registrar.appstate.edu/students/updating-personal-information>)
- **Health and Immunizations Requirements** must be met by all students. **Deadline November 1.**
- Only ASU Forms will be accepted. The forms are found in the *Student Handbook*.
- ALL documents must include the following:
  - Student Name (full name with maiden and married name on all pages)
  - Banner ID (on all pages)
  - Provider of medical information (on document)
    - Name
    - Address or phone
  - Meeting the ASU and *NCCCEP* compliance requirements students will require the creation of a CastleBranch™ account for completion and housing of most of the requirements. Students will be given specific information on this process. ***Please see instructions at the end of this document.***
    - Multiple pages cannot be uploaded easily. Refer to the FAQ videos for information on how to combine photos or scanned pages into one document.

**REQUIREMENT DETAILS (deadline Nov. 1)**

- A **physical exam** (ASU Nursing Form)
- **Safety and Technical Standards assessment** by healthcare provider. (ASU Nursing Form)
- **Immunizations (Per the ASU Safety and Technology Document) Tuberculosis (TB) screening requirement:** (ASU Nursing Form)
  - Initial TB screening
    - Two step tuberculosis skin testing (tst)
      - 2 separate tst administered 7 – 21 days apart
    - OR
    - IGRA lab test for TB
      - QuantiFERON GOLD or T SPOT in last 2 months

OR

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- Provider review of risk and symptoms if a student has a history or new positive test. (See ASU form:

**Hepatitis B vaccine**  
requirements:

- Three Dose vaccination series OR Two dose series (Heplisav or Adult Recombivax at ages (14 – 18) AND
  - Lab titer documented as immune
    - If equivocal or not immune results, three dose series is to be repeated followed by a repeat titer one month after repeat series completed.
- OR
- Declination of the vaccination or the series (ASU Form)

**MMR vaccine requirement:**

- Two dose vaccination series.
    - Both doses must be received on or after the 1st birthday
    - Doses to be received no less than 28 days apart.
- OR
- Lab titer documented as immune
    - If equivocal or not immune results, three dose series is to be repeated followed by a repeat titer one month after repeat series completed

**Tetanus, Diphtheria and Pertussis requirement:**

- Three dose series of a tetanus containing vaccination (DPT, DTaP, or Td)
  - Prelicensure BSN program only.
- Tetanus, Diphtheria and Pertussis, Adult vaccination
  - All programs
  - Tdap (Boostrix or Adacel)
  - Received at age ten or older
- Tetanus containing vaccination within the last ten years (Tetanus, diphtheria (Td) or Tdap)

**Varicella/Chicken Pox Immunity requirement:**

- Two dose vaccination series.
    - Both doses must be received on or after the 1st birthday
    - Doses to be received no less than 28 days apart.
- OR
- Lab titer documented as immune
    - If equivocal or not immune results, three dose series is to be repeated followed by a repeat titer one month after repeat series completed

**Annual Influenza Vaccine (ASU Form):**

- One dose of the influenza vaccination is required annually.
  - Quadrivalent injection
  - **Received in the month of October**
  - Documented on the ASU Nursing Program form only
    - This will include: Manufacturer, Lot Number and Expiration Date

**Basic Life Support/CPR:** Students will maintain and provide documentation of this.

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- American Heart Association. No other certifications accepted  
Deadline: by November 1, the student will submit supporting document to the Castle Branch database.

**Core Orientation (NCAHEC)**

- Completed annually by students and faculty.
- The URL address for the core orientation will be made available during orientation. This orientation is updated by NCAHEC annually.

**Criminal Background Check (CBC)**

- To be completed **within 30 days of the beginning of the summer semester.**  
(Completing this in advance may result in the need for a second test and additional cost)
- CBC to be completed by Castle Branch only. Test from other vendors will not be accepted.
- The CBC will include the following:
  - 7 year search based on Social Security Number, Name, and Address history to include:
    - State and nationwide Criminal background record
    - National sex offender registry check
    - Office of the Inspector General/Healthcare Fraud and Abuse check

**Urine Drug Screen (DS).** A negative Urine Drug Screen test is required and

- To be completed **within 30 days of the beginning of the summer semester.**  
(Completing this in advance may result in the need for a second test and additional cost)
- Drug Screening to be completed by Castle Branch only. Test from other vendors will not be accepted.
- The DS will include:
  - AMP amphetamine
  - BZP benzodiazepines
  - MTD methadone
  - MDMA ecstasy
  - OXY oxycodone
  - PPX propoxyphene
  - BAR barbiturates
  - COC cocaine
  - METH methamphetamines
  - OPI opiates
  - PCP phencyclidine
  - THC marijuana

For Questions regarding these requirements contact Jill Venable RN, BSN Director of Academic Support and Program Compliance at 828-262-8005 or [venablejz@appstate.edu](mailto:venablejz@appstate.edu)

**The CastleBranch Database houses all of your ASU compliance documents. As directed, you will scan in all requirements except the flu vaccination requirement (This will be completed only in the month of October.)**

- Create account as directed at [castlebranch.com](http://castlebranch.com)
  - using your ASU email. This will become your user name.
- After creating an account, place your order.
  - At the top right go to place order.
  - Then select the appropriate account
    - MSN: ps63
    - RN-BSN: ps60
    - BSN(Prelicensure): ps61
  - There will be several options and to meet your initial admission requirements
    - Choose: “I need to order compliance tracker only”
- From that point, follow the directions carefully. When you get to the information sheet address section, please put both your current and permanent addresses.

#### **If you already have an ASU Castle Branch Account**

- Contact the Director of Academic Support and Program Compliance, 828-262-8005.
- Since all programs have the same clinical requirements, then you may not need to purchase the clinical requirements package.
- If the current information is accessible to me, current and accurate, purchasing the clinical requirements is not necessary.
- When instructed to do so, you will need to order and complete the background check and drug screening packages. Sign in using your current account and place order, the order code will link you to ASU information

#### **If you have a Castle Branch account under a personal (not university) email,**

- Sign in using your current account and place order, the order code will link you to ASU information
  - The ASU requirements will not automatically transfer from one organization/code to another. You will need to upload the records into the ASU order. Make sure the information on “Documents must include” is accurate.

#### **If you have multiple Castle Branch accounts,**

- The accounts may be merged by Castle Branch support staff. You will see all information, but the school will only see the information ordered with the school’s codes.

#### **Documents must include:**

- Only ASU Forms will be accepted. The forms are found in the *Student Handbook*.
- ALL documents must include the following or the information will be rejected by Castle Branch staff per ASU instructions:
  - Student Name (full name with maiden and married name ***on all pages***)
  - Banner ID (***on all pages***)
  - Provider of medical information (***on each document***)
    - Name
    - Address or phone

#### **Uploading Information:**

- In one document,
  - Multiple pages cannot be uploaded easily. Refer to the FAQ videos for information on how to combine photos or scanned pages into one document
- Resources: Video from Castle Branch:
  - What if my Program Requires CB Bridges?
  - <https://mycb-faq.castlebranch.com/what-if-my-program-requires-cb-bridges/>