Mandatory Health, Immunization and Compliance Documents for RN-BSN Students
2019-2020

MANDATORY ONLINE ORIENTATION are held beginning in July. Dates are posted on the nursing website. Information will include a variety of important topics related to the program and compliance requirements.

RATIONALE FOR REQUIREMENTS: Students admitted to the RN-BSN 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).*

While RN-BSN students do not participate in traditional clinical hours, they do complete an evidence based research project in NUR4032 Professional Nursing Synthesis. This course is taught in the final semester of the program.   (Spring semester) This project is most often completed in the student's place of employment.
- To function as a student within the medical facility, may or may not include the need for an affiliation agreement (contract) between ASU and the specific facility. The ASU Nursing Dept. will need to verify if this is or is not needed.
- In addition to the affiliation agreement, students are required by their employer or chosen alternative placement to be "onboarded" as a nursing student. This involves completing documents or training prior to functioning as a student within the medical facility.
- ASU Department of Nursing will work with the clinical education /student programs liaisons at the sites to facilitate the process.

ASU NURSING RN-BSN REQUIREMENTS

- **Program documents** providing the department with information, consents and training
- **Employment information** on ASU form. This will be used in planning for the Summer NUR4032 course. Should students change employment, they must provide updated information to the program.
  - *Students in the RN-BSN program who are not employed will need to contact the ASU Undergraduate Programs Director, Dr. Jean Bernard, 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
        - Provider review of risk and symptoms if a student has a history or new positive tst. (See ASU form:
  Hepatitis B vaccine requirement:
    - 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.
- American Heart Association. No other certifications accepted
  Deadline: by November 1, the student will submit supporting document to the Castle Branch database.

The NCAHEC Online **Core Orientation**:
- 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

CASTLE BRANCH INSTRUCTIONS
The Castle Branch 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 above using your ASU email. This will become your user name.
- Open the above link and click on Place Order (orange box)
- It will open to a second screen on which you will click Please Select.
- Three options will appear and you will click the correct program: BSN (Prelicensure), RN-BSN or MSN.
- 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.

Documents must include:
- Only ASU Forms will be accepted as indicated above. 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/

CastleBranch

How to Place Order

Welcome to my @

To place your order go to:

https://portalcastlebranch.com/ps59

Package Name (if applicable):

PLACE ORDER

To place your initial order, you will be prompted to create your secure my CB account. From within myCB, you will be able to:

- View order results
- Manage requirements
- Complete tasks
- Upload documents
- Place additional orders

Please have ready personal identifying information needed for security purposes.

Contact Us: 888.914.7279 or servicedeskcu@castlebranch.com