

## UNDERGRADUATE NURSING CLINICAL CHECKOFF SHEET

- All clinical requirements are processed through CastleBranch. Instructions on how to get your account set up in CastleBranch and get started with your clinical requirements will be provided separately.** You have lifetime access, including access to view/print each of your records.
  
- Background Check** – Processed through CastleBranch. DO NOT order this until you are *within approximately 30 days* of your first clinical rotation (or within a timeline given to you by your clinical program). The *School of Nursing* requires an updated Background Check (Re-check) each clinical semester.
  
- Drug Screen** – Processed through CastleBranch. You can order this at any time, but the sample must be given *within approximately 30 days* of your first clinical rotation. The *School of Nursing* requires a new Drug Screen each clinical semester.
  
- Tuberculosis Testing** – Two-Step Tuberculosis Skin Test (TST) or Quantiferon – TB Gold (QFT-G) test required. Two-step testing consists of an initial TST and, if that is negative, a second TST is administered 1-3 weeks after the first. Documentation must be on Page 4 of School of Nursing Health Record with lab report attached.
  
- Other Immunizations** – Immunizations (except influenza) must be documented on Page 5 of School of Nursing Health Record (Certificate of Immunizations).
  - Hepatitis B – 3 doses or a positive titer
  - Polio – 3-4 doses, depending on vaccine given or a positive titer
  - Influenza (Due Oct 1 of each season)
  
- COVID-19** – Submit documentation of your COVID-19 vaccination(s). All required doses must be complete before submitting documentation.
  
- CPR Certification** – Submit a copy of front and back of card. **American Heart Association’s Basic Life Support (BLS) CPR is the only CPR accepted for clinical rotations.**
  
- Health Insurance** – Submit copy of the front and back of your insurance card. A letter from your insurance company stating the start date of service is acceptable if you do not have a card yet. This must be resubmitted each semester.
  
- School of Nursing Health Record:** The School of Nursing requires this packet to be completed in its entirety. Forms include:
  - Pages 1-3 are basic medical history and emergency contact information; the student fills this out.
  - Page 4 is for Tuberculosis and must be completed and signed by a healthcare professional.
  - Page 5 is a list of immunizations; the student can fill this out.
  - Page 6 is a Physical that must be completed (within the last 12 months) and signed by a healthcare professional.
  - Once every page is complete, upload all 6 pages to your CastleBranch account.
  - If each page is not complete, the entire item will be rejected.

## UNDERGRADUATE NURSING CLINICAL CHECKOFF SHEET

### Breakdown of Costs

#### First Clinical Semester:

CastleBranch Account Set-Up:	\$20.00
Full Background Check:	\$66.00
Drug Screen:	<u>\$50.00</u>
	<b>\$136.00</b>

#### Each Additional Clinical Semester:

Recheck Background Check:	\$51.75
Drug Screen:	<u>\$50.00</u>
	<b>\$101.75</b>