

CASTLE BRANCH INSTRUCTIONS

I. CREATE A CASTLEBRANCH ACCOUNT	NOTES
Go to CastleBranch at https://portal.castlebranch.com/KA63/	
Click on "Place Order"	
Select the packet(s) required: <ul style="list-style-type: none"> • KA63bgdtim: \$93.00 New Students/Readmitted students – This includes background check, drug test, initial health clearance form/compliance tracker • KA63DT: \$38.00 drug test only. • KA63BG: \$ 20.00 background check only • KA63im: \$ 35.00 Compliance Tracker only. (For students who need the health clearance form and have already done the background and drug test.) 	-Background checks must be renewed every 2 years -Drug test and health clearance are renewed every year -Follow all instructions and read all emails from CastleBranch on how to complete the drug test through Lab Corp
For difficulties contact CastleBranch customer service at (888)723- 4263	
II. MEDICAL AND CLINICAL REQUIREMENTS	NOTES
Make an appointment with your Healthcare Provider. Bring the Initial Health Clearance Form (for new students) or the Annual Health Clearance Form (for continuing students). Your Healthcare provider should complete a Physical Examination and sign the form once all vaccination requirements are met.	
1. Measles (Rubeola), Mumps & Rubella	
2. Varicella (Chicken Pox)	
3. Hepatitis B	<i>One of the following is required: 3 vaccinations OR a positive antibody titer. Only positive titers are acceptable</i>
4. Tuberculosis (TB)	<i>One of the following is required: 2 step TB skin test dated no sooner than one week and no later than 3 weeks after 1st step OR if TB is positive or history of positive results, an annual clear chest x-ray.</i> <i>QuantiFERON-TB Gold (QFT-G) may be substituted for PPD in individuals for whom PPD is contraindicated (attach laboratory results).</i> <i>If PPD is positive by history or recent testing ($\geq 10\text{mm}$), attach copy of CXR and documentation of decision to administer or withhold anti-tubercular agents.</i>

	<i>PPD Test is renewed annually</i>
5. Tetanus, Diphtheria & Pertussis (Tdap)	<i>Submit documentation of a TD booster within the past 10 years</i>
6. CPR Certification	<i>BLS (Basic Life Support) for Health Care Professionals.</i>
7. Influenza (Flu)	<i>Flu Vaccine renews seasonally (August 28th – March 31st)</i>
8. Professional Liability	<i>Malpractice renews annually</i>
9. Professional License	<i>Renew every two years</i>
10. Annual Drug Test	<i>Renewed annually</i>
11. Background Check	<i>Renewed every two years</i>
<i>CastleBranch helps you keep track of you clinical requirements and their renewals by sending out regular reminders and communications to you. Pay attention to their emails and be sure to add them to your safe contact list.</i>	

Keep a copy of all documents for your records. The School of Nursing does not retain copies of your documents.

Clinical Clearance Deadlines:

Fall Semester

June 1st

Summer

February 12th

Spring Semester

October 1st