**CASTLEBRANCH INSTRUCTIONS FOR SCHOOL NURSE CERTIFICATE PROGRAM**

|  |  |
| --- | --- |
| **I. CREATE A CASTLEBRANCH ACCOUNT** | **NOTES** |
| Go to CastleBranch at https://portal.castlebranch.com |  |
| Click on “Place Order” |  |
| Select ALL 3 packets for **School Nurse Certificate Program ONLY:**   * **KA63im:** SNCP-Compliance tracker -$35.00 * **KA63REdt:** SNCP Drug test- $38.00   drug test   * **KA63 SNCP –** Upload previous results $5.00   ( Use this packet to upload your NJDOE Government Background results) | - Drug tests 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  *If you were a previous student in RN-BSN or MSN program, and you are now in the School Nurse Certificate Program, you* ***must*** *select all 3 packets for SNCP.* |
| 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](file:///\\knet-fscl1fs\Nursing%20COOP\CLINICAL%20PLACEMENT%20PROCESS\HEALTH%20CLEARANCE%20FORM\INITIAL%20HEALTH%20CLEARANCE%20FORM.docx) (for new students) or the [Annual Health Clearance Form](file:///N:\CLINICAL%20PLACEMENT%20PROCESS\HEALTH%20CLEARANCE%20FORM\ANNUAL%20HEALTH%20CLEARANCE%20FORM.docx) (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 | *Only positive titers are acceptable as noted on the health clearance form signed by your Health Care Provider* |
| 2. Varicella (Chicken Pox) | *Only positive titers are acceptable as noted on the health clearance form signed by your Health Care Provider* |
| 3. Hepatitis B | *One of the following is required: 3 vaccinations OR a positive antibody titer. Only positive titers are acceptable as noted on the health clearance form signed by your Health Care Provider* |
| 4. Tuberculosis (TB) | *One of the following is required: An initial 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. Then an annual 1 step TB will be required.*  *QuantiFERON-TB Gold (QFT-G) may be substituted for PPD in individuals for whom PPD is contraindicated (attach laboratory results).*  *If PPD is positive by history or recent testing (≥ 10mm), attach copy of CXR and documentation of decision to administer or withhold anti-tubercular agents.*  *PPD Test is renewed annually* |
| 5. Tetanus, Diphtheria & Pertussis (Tdap) | *Submit documentation of a TD booster within the past 10 years* |
| 6. CPR Certification | *BLS (Basic Life Support) for Health Care Professionals with AED from the American Heart Association.* |
| 7. Influenza (Flu) | *Flu Vaccine renews seasonally (August 28th – March 31st)* |
| 8. Professional Liability | *Malpractice renews annually* |
| 9. Professional License | *Renew every two years* |
| 10. Annual Drug Test | *Renewed annually* |
| 11. Government Background Check | *Renewed annually* |
| ***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.*** | |

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

* All itemized requirements (#s1-11) must be upload individually in Castlebranch.
* Once all requirements are met, you will see a green check mark by each completed item. This can be located in your To-do-List Summary, which is found on the left hand side of your student menu.
* If an item is incomplete, you will see:
  + OD- Overdue
  + R- Rejected
* The To-do-List Summary will state” Compliant.” **Submit this Compliant**” document to [kusoncl@kean.edu](mailto:kusoncl@kean.edu)

**HELPFUL LINKS**

My CB Account

<https://support.castlebranch.com/mycb/faq-videos>

How to place an order

<https://support.castlebranch.com/mycb/faq-videos/completing-your-order/>

**CLINICAL CLEARANCE DEADLINES:** *YOU MUST COMPLETE ALL CLINICAL REQUIREMENTS AT LEAST TWO WEEKS PRIOR TO THE START OF SCHOOL NURSING I.*