

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"> • KA63: \$126.00 New Students/Readmitted students – This includes background check, drug test, initial health clearance form/compliance tracker • KA63RE: \$58.00 drug test and background check only 	- Drug tests, health clearance, and background checks 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	<i>Only positive titers are acceptable</i>
2. Varicella (Chicken Pox)	<i>Only positive titers are acceptable</i>
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: 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.</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 (≥ 10mm), 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 with AED from the American Heart Association.</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 annually</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.

- 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.
- 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

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:

Fall Semester

June 1st

Summer

February 12th

Spring Semester

October 1st