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| **Please read these requirements VERY carefully to avoid any additional expenses from YOUR failure of not obtaining the necessary requirements as per the contracts with the program’s clinical sites. Failure to follow these requirements can jeopardize your entrance to the nursing program and cost you more money to complete the requirements.**  CastleBranch (CB) is an electronic tracking system utilized by the nursing program to ensure that students are meeting all requirements. There is a separate access code for the RN and for the PN students! Please see the information provided in your acceptance email for instructions on ordering and paying for CB.  **Make sure that your name is visible on ALL documents uploaded to your CB account. You are responsible for monitoring your CB account for acceptance or denial of your submissions!!! You acknowledge that you are responsible for maintaining ongoing compliance with your CastleBranch (CB) account.** | |
| If you are intending to seek medical or religious exemptions to immunizations, please contact Karolyn Fox for additional instructions.  **FYI. Nursing clinical sites are only accepting exemptions for COVID. They are requiring the other immunizations/vaccines.** | |
| **A 10-panel urine drug test must be obtained by the student and submitted separately to the nursing program**. | This will NOT be uploaded to your CB account. If your drug test is positive due to prescriptive medications, it is the student’s responsibility to work with their healthcare provider to convert a positive drug test to a negative drug test based upon prescriptive medications. Students will be removed from the program if the drug screen is positive in the absence of an authorized prescription by a medical provider. Hand deliver or email the results to the academic specialist for the nursing program, Miss. Stephanie Tracy at [stracy@belmontcollege.edu](mailto:stracy@belmontcollege.edu) |
| **Measles, Mumps & Rubella (MMR)**  **Information must be uploaded to your CB account by August 1st** | If you are NOW receiving the MMR vaccine for the VERY FIRST time in your life, submit proof of receiving the immunization injection to your CB account. Upload the first injection received. New alerts for the remaining injections and subsequent titer will be created for you in your CB account. **Do not submit vaccines that you received as a child.**  If you HAVE PREVIOUSLY received the MMR vaccine series, your first step is to obtain an MMR titer. This is a blood test. Titers (blood draw) must have been completed **within the last 3 years. You must submit all three components for the MMR titer (measles, mumps, and rubella).**   * If any titer is negative or equivocal, a new alert will be created for you to submit documentation of receiving a booster vaccine which is administered after your titer blood test has been reported as negative or equivocal. * Titers are done because the student had received this vaccine in the past or has had prior exposure to the infection. Titers show proof of immunity. If the titer is negative or equivocal, the student will need to receive a booster. Some healthcare providers might want the student to repeat the series of vaccine injections and that is fine. The program only requires a booster. Follow the healthcare provider’s instructions on the issue of booster versus repeat of series. * **Again, if the student has a titer done, that needs uploaded to CB FIRST** and then CB will later prompt the student to upload the booster if needed. **This is important! Failure to do these steps correctly will result in confusion with immunization tracking.** * Following administration of booster or repeat series of the vaccine, the student will need to submit the signed immunization non-converter form which is obtained from the nursing program. The program only requires one injection to be uploaded following an equivocal or negative titer. Upload this form at the same time as your booster. |
| **Varicella (Chicken Pox)**  **Information must be uploaded to your CB account by August 1st** | If you are NOW receiving the Varicella vaccine for the VERY FIRST time in your life, submit proof of receiving the immunization injection to your CB account. Upload the first injection received. New alerts for the remaining injections and subsequent titer will be created for you in your CB account. **Do not submit vaccines that you received as a child.**  If you HAVE PREVIOUSLY received the Varicella vaccine series or had the infection, your first step is to obtain a varicella titer. This is a blood test. Titers (blood draw) must have been completed **within the last** **3 years.**   * If any titer is negative or equivocal, a new alert will be created for you to submit documentation of receiving a booster vaccine which is administered after your titer blood test has been reported as negative or equivocal. * Titers are done because the student had received this vaccine in the past or has had prior exposure to the infection. Titers show proof of immunity. If the titer is negative or equivocal, the student will need to receive a booster. Some healthcare providers might want the student to repeat the series of vaccine injections and that is fine. The program only requires a booster. Follow the healthcare provider’s instructions on the issue of booster versus repeat of series. * **Again, if the student has a titer done, that needs uploaded to CB FIRST** and then CB will later prompt the student to upload the booster if needed. **This is important! Failure to do these steps correctly will result in confusion with immunization tracking.** * Following administration of booster or repeat series of the vaccine, the student will need to submit the signed immunization non-converter form which is obtained from the nursing program. The program only requires one injection to be uploaded following an equivocal or negative titer. Upload this form at the same time as your booster. |
| **Hepatitis B**  **Information must be uploaded to your CB account by August 1st** | If you are NOW receiving the Hepatitis vaccine for the VERY FIRST time in your life, submit proof of receiving the immunization injection to your CB account. Upload the first injection received. New alerts for the remaining injections and subsequent titer will be created for you in your CB account. **Do not submit vaccines that you received as a child.**  If you HAVE PREVIOUSLY received the Hepatitis vaccine series or had the infection, your first step is to obtain a hepatitis titer. This is a blood test. Titers (blood draw) must have been completed **within the last 3 years.**   * If any titer is negative or equivocal, a new alert will be created for you to submit documentation of receiving a booster vaccine which is administered after your titer blood test has been reported as negative or equivocal. * Titers are done because the student had received this vaccine in the past or has had prior exposure to the infection. Titers show proof of immunity. If the titer is negative or equivocal, the student will need to receive a booster. Some healthcare providers might want the student to repeat the series of vaccine injections and that is fine. The program only requires a booster. Follow the healthcare provider’s instructions on the issue of booster versus repeat of series. * **Again, if the student has a titer done, that needs uploaded to your CB account FIRST** and then CB will later prompt the student to upload the booster if needed. **This is important! Failure to do these steps correctly will result in confusion with immunization tracking.** * Following administration of booster or repeat series of the vaccine, the student will need to submit the signed immunization non-converter form which is obtained from the nursing program. The program only requires one injection to be uploaded following an equivocal or negative titer. Upload this form at the same time as your booster. |
| **Tuberculosis (TB)**  **Information must be uploaded to your CB account by August 1st** | One of the following **completed after June 1st of the current calendar year. There is NO exception to this June 1st date.**   * Two step TB skin test with each TB antigen injected 7 to 21 days apart. OR * QuantiFERON Gold blood test (lab report required)  OR * If previous positive TB results or allergy to the TB antigen, submit a clear (negative) chest x-ray report.   The renewal date will be set for 1 year. Students will submit a one-step TB test the following year which is done after June 1st and prior to the expiration of the two-step testing.  One of the following is required:   * One step TB skin test OR * QuantiFERON Gold blood test (lab report required)  OR * If previous positive TB results or allergy to the TB antigen, submit a clear (negative) chest x-ray report.   **All TB testing must be done after June 1st.**  **A two-step TB skin test is as follows:**   * **First step: intradermal needle injection of the TB antigen into the forearm followed by assessment of the site 48 to 72 hours later.** * **Second step: intradermal needle injection of the TB antigen into the forearm followed by assessment of the site 48 to 72 hours later.** * **Common reasons for TB submission being rejected:**   + Injection site not read within 48 to 72 hours following the antigen injection.   + There MUST be 7 to 21 days in between the first intradermal antigen injection and the second intradermal antigen injection.   + Student must upload proof of both steps at the same time to the CB system. Wait until both steps (two injections & two site assessments) are completed before uploading your TB testing information.   + ALL two step TB tests must have occurred after June 1st of the calendar year following acceptance to the nursing program even if the student had one last year or before the June 1st date. |
| **Tdap (Tetanus, Diphtheria, Pertussis)**  **Information must be uploaded to your CB account by August 1st.** | Submit documentation of a Tetanus, Diphtheria & Pertussis (Tdap) vaccination, **administered within the past 10 years**. The renewal date will be set for 10 years from the date administered. It must be the full Tdap and not just a tetanus vaccine. |
| **Influenza (flu)**  **First submission of information not due until October 15th of the first year in the nursing program.** | Submit documentation of a flu vaccine administered during the **current** flu season (August-May).  The renewal date will be set for October 15th of the following flu season. Documentation must include information as to what agency administered the vaccination (ex. specific hospital, pharmacy, employer, etc.).  **Do not upload last year’s flu vaccine.** This is for this current year’s vaccine which may or may not be available prior to the start of the fall semester. All students must receive the current year’s flu vaccine by October 15th and upload it to their CB account. |
| **COVID-19** | Submit initial documentation of your fully vaccinated COVID-19 immunization(s) and boosters as required.  Documentation must identify what agency administered the vaccination (ex. specific hospital, pharmacy, employer, etc.). |
| **American Heart Association CPR Certification**  **Information must be uploaded to your CB account by August 1st** | Submit your American Heart Association BLS Provider CPR certification.  If you have recently completed the course and do not have access to your completion certificate, the course instructor may provide a note of completion for you to upload to your CB account. Temporary approval will be granted for 30 days with the submission of a note of completion from the course instructor. A new requirement will be created for you to upload your certificate within 30 days. The renewal date will be set based on the expiration of your certificate. **Heartsavers/First Aid CPR will not be accepted.** **ONLY American Heart Association Certificate will be accepted. Students must have a current certificate upon entry to the program and it must be maintained throughout the program. Students are encouraged to plan for this early because it can be difficult to locate a CPR course when one is needed.** |
| **Student Accountability for Healthcare Cost**  **Information must be uploaded to your CB account by August 1st.** | Submit the Student Accountability for Healthcare Costs form for this requirement. This form will be provided by the program during another student orientation. This is **NOT** your own personal health insurance card. Make sure the form is signed and dated by you. This is only uploaded upon entry to the nursing program. |
| **Physical Examination**  **Information must be uploaded to your CB account by August 1st** | Submit the Physical Exam form provided by the nursing program. Documentation must be completed **within the past 12 months** and signed and dated by a medical professional. Students are to only upload to your CB account the provided history and physical form. Forms generated from your healthcare provider will be rejected. Please ensure the completed form has all required signatures and dates. |
| **Professional License/Certification**  **Information must be uploaded to your CB account by August 1st** | You must submit your current professional Licensure/certification. **Your submission must come from the provided website.**  Practical Nursing (PN) or Traditional ADN (RN students must submit the following:  State Tested Nurse Assistant (STNA) license ALONG WITH current state registry. Printed from this website. Your wallet card will not be accepted.  <https://nurseaideregistry.odh.ohio.gov/Public/PublicNurseAideSearch>  Patient Care Technician with national registry number printed from this website. Your wallet card will not be accepted.  <https://certportal.nhanow.com/certification_verification/>  Transitional Nursing ADN (RN) students must submit one of the following:   Licensed Practical Nurse (LPN) license ALONG with current state licensure without restrictions printed from this website.  <https://www.nursys.com/LQC/LQCTerms.aspx>  Paramedic certification OR registry without restrictions printed from the below website or from the state’s EMS site. Your wallet card will not be accepted.  <https://www.nremt.org/verify-credentials> |
| **HIPAA Certification**  **Details will be provided at the nursing faculty meeting in August.**  **Information uploaded to your CB account by August 20th** | Complete independent study course which is in Canvas with the minimum test score achieved.  The renewal will be set for 1 year from completion date. Certificate will be provided by the nursing program following successful completion of the educational offering. |
| **OSHA Certification**  **Details will be provided at the nursing faculty meeting in August.**  **Information uploaded to your CB account by August 20th** | Complete independent study course which is in Canvas with the minimum test score achieved.  The renewal will be set for 1 year from completion date. Certificate will be provided by the nursing program following successful completion of the educational offering**.** |
| **Honor Code and Acknowledgement of Program's Policies Form**  **Details will be provided at the nursing faculty meeting in August.**  **Information uploaded to your CB account by August 20th** | Submit your Honor Code and Acknowledgement of Program's Policies form to this requirement. This form will be provided by the nursing program. Make sure the form is signed and dated by you.  This is only uploaded one time upon entry to the nursing program. |
| **Student Understanding of Risk Form**  **Information must be uploaded to your CB account by August 1st.** | Submit your Student Understanding of Risk form to this requirement. This form will be provided by the nursing program. Make sure the form is signed and dated by you. This is only uploaded one time upon entry to the nursing program. |

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| **Background Check Section** | |
| **BCI/FBI Student Agreement Form**  **Information must be uploaded to your CB account by August 1st** | Submit the BCI/FBI Student Agreement form to this requirement.  This form will be provided by the nursing program.  Make sure the form is signed and dated by you.  This is only uploaded one time upon entry to the nursing program.  If you have criminal action reported on your state and FBI background check, you must meet with Director of Nursing and complete the **Background Criminal Offenses Student Signature Form.** |
| **State of Ohio (BCI) Background Check Results**  **Information must be uploaded to your CB account by August 1st** | Submit your BCI background check results to this requirement. This is the STATE of Ohio background check. **It will say BCI near the top of the page. State (BCI) must be uploaded to the proper section of the account!**  If you do not have a copy of this, please contact Stephanie Tracy or Karolyn Fox. |
| **FBI Background Check Results**  **Information must be uploaded to your CB account by August 1st** | Submit your FBI background check results to this requirement. This is the FEDERAL background check. **FBI must be uploaded to the proper section of the account!** If you do not have a copy of this, please contact Stephanie Tracy or Karolyn Fox. |

Updated 6.2023

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