Welcome to the Quincy College Academic Division of Practical Nursing for Fall, 2019

CastleBranch Requirements

Congratulations on your acceptance to the Certificate in Practical Nursing Program. We are looking forward to working with you.

To enroll, please take the following steps:

- Step 1 – Create a CastleBranch account immediately. See information below
- Step 2 – Register for Mandatory Orientation. See Information below

Contact Information: Celeste Perkins
Student Compliance Supervisor
617/984-1766
cperkins@quincycollege.edu

CastleBranch Customer Service
888-914-7279
servicedesk.cu@castlebranch.com

You will not be able to access the CastleBranch until after 6/1/19

Deadline: All documents must be uploaded and accepted by: **August 15, 2019**

Step 1 – Create a CastleBranch account:

Requirement	Pertinent Information
CastleBranch is Quincy College's background screening and compliance management vendor. You will need to create, maintain, and *monitor* a CastleBranch account. Ongoing compliance is *mandatory*. Failure to create and/or monitor your account may result in dismissal from the nursing program. **We strongly suggest that you begin this process immediately.**	After 6/1/2019, you will be able to create your CastleBranch account. In the interim, please begin to gather your documents in preparation for submission. To create your CastleBranch account, please go to: https://portal.castlebranch.com/QU93 •Click on "Place Order" button •Under the "Please select" drop down menu, click on the program to which you have been accepted. (QU95) •Please carefully read the information provided and follow the on-screen prompts. •If you have any problems, please contact CastleBranch directly at 888-914-7279 or email at servicedesk.cu@castlebranch.com. *Please note that there is a one-time fee of $111 paid to CastleBranch associated with the creation and management of your account. Those students who have an existing CastleBranch account will have to pay a reduced rate of $70 for an updated drug screening and background check. Payments made to CastleBranch are non-refundable.

Items required	Details
You must upload your documents and have them accepted by CastleBranch no later than THURSDAY, AUGUST 15, 2019	
Measles, Mumps, and Rubella (MMR)	Positive Measles, Mumps, and Rubella antibody titer (lab report required) **(PREFERRED)** **OR** 2 vaccinations (a minimum of 4 weeks apart) If the titer is **equivocal or negative,** new alerts will be created for you to provide one booster shot (administered after your titer) and provide a 2nd titer.
Varicella (Chicken Pox)	Positive antibody titer (lab report required) **(PREFERRED)** **OR** Documentation of 2 doses of vaccine <u>more than 4 weeks apart</u> If your titer was **equivoca**l or **negative**, new alerts will be created for you to receive 1 booster vaccine (administered after your titer), and provide a 2nd titer. History of infection does NOT demonstrate immunity.

Hepatitis B	**Positive Surface Antibody titer only (lab report required) (PREFERRED)** 3 vaccines AND a positive Surface antibody (lab report required) Note: Titers must indicate, positive, negative, or have a numerical result that indicate >or= 12.0 mIU/mL is positive and that anything less is negative. If titer is **equivocal**, you must submit the declination waiver along with your equivocal titer and new alerts will be created for you to provide one booster shot and a repeat titer two months after booster. If your repeat titer is again equivocal, you must include a new declination waiver along with your second equivocal titer. If titer is **negative,** you must submit the declination waiver ALONG WITH your negative titer and new alerts will be created for you to provide your repeat series of 3 vaccinations AND a repeat titer 3 months after the last vaccine. If repeat titer is again negative, you must include a new declination waiver along with the second negative titer.
Influenza	Documentation of a flu vaccine administered prior to 8/15. Vaccination information MUST have the month/day/year administered. You cannot attend clinical without documentation of influenza vaccination.
Tetanus, Diphtheria, & Pertussis (Tdap)	Provide a Tdap vaccine dated within the past 10 years. Renewal will be set for 10 years for you to provide an updated booster.
Meningococcal	One (1) dose of MenACWY (formerly MCV4) required for all full-time students 21 years of age or younger. The dose of MenACWY vaccine must have been received on or after the students' 16th birthday. Doses received at younger ages do not count towards this requirement. Students may decline MenACWY vaccine but must sign the Meningococcal Information and Waiver Form available from the Student Compliance Supervisor.
Tuberculosis (TB)	Negative one-step (PPD) read report skin test signed by a health care provider and validated from the past 12 months

	If Positive PPD results (or history of BCG vaccination) submit all of the following:
	- Positive test including date initially positive and the size of the induration - A clear chest x-ray (lab report required) performed within the past 5 years - Symptom free questionnaire from the past 12 months signed by a licensed provider (medical doctor, nurse practitioner, physician assistant). The questionnaire is available for download on CastleBranch - Physician clearance documented on letterhead within the past 12 months stating you are symptom free of tuberculosis - Positive result documentation, must be either a print off from HealthCare provider OR documentation must be signed by one of the following: NP, MD, DO, or PA. Electronic signatures are acceptable. The renewal will be set for 1 year
Background Check	Please note that the background check completed by CastleBranch is different than a CORI and requires compliance as well.
Drug Test	You will arrange this through CastleBranch and perform the urinalysis at a local laboratory designated by CastleBranch. The approved site will upload your results directly to your CastleBranch account.
Cardiopulmonary Resuscitation Certification (CPR)	Submit your current CPR certification. **MUST** be one of the following courses: - American Heart Association Healthcare Provider OR - American Red Cross CPR for Professional Rescuers OR - American Red Cross BLS Healthcare Provider OR You must submit front and back of the card. Submit front and back of your card at the same time. Back of card must be signed; eCards do not need a signature. Renewal date will be set based on expiration of certification.

Physical Examination	A physical examination must be conducted annually by a medical doctor, physician's assistant, or nurse practitioner. Your health care provider should assess your functional ability to perform the following tasks: • Push, pull, or lift up to 35 pounds • Bend repeatedly • Kneel independently • Communicate in English • Detect audible sounds with a stethoscope • Distinguish basic colors and shades of colors • Bilateral finger dexterity • Walk/stand for 8-12 hours The results of the physical exam should be on the doctor's letterhead **stating you have no limitations** (or list whatever limitations you may have). CastleBranch will reject your doctor's note if it does <u>not</u> state you have no limitations.
Health Insurance	One of the following is required: Current health insurance card **OR** Proof of coverage If the name on the insurance card does not match the name on file, submit proof of coverage from your provider showing that you are covered under the insurance policy. The renewal date will be set for one (1) year from the date of upload.

Your immunizations (which you upload) will be uploaded directly to your CastleBranch account. You will be notified by CastleBranch regarding any missing information. Your immunization account will indicate "In Process" until it is completed and approved.

The College reserves the right to release health records to clinical sites.

If you have any questions regarding your immunization requirements, status, rejections, or renewals, please contact CastleBranch Service Desk at customerservice@castlebranch.com or 888-914-7279. Student Support Representatives are available during the following times:

> Monday – Thursday 8 a.m. to 8 p.m. EST
> Friday 8 a.m. to 6 p.m. EST
> Sunday 10 a.m. – 6:30 p.m. EST

Step 2 – Register for Mandatory Orientation:

Requirement	Pertinent Information
Orientation	Mandatory orientation scheduled on the following dates in the following campus locations: • Quincy Campus – July 17, 2019 3:00 p.m. – 7:00 p.m 1250 Hancock Street Quincy, MA 02169 • Plymouth Campus – July 18, 2019 9:00 a.m. – 1:00 p.m. 36 Cordage Park Circle Plymouth MA 02360 Seats are limited. Register early to reserve your preferred campus. You may register by logging in to your Portal and click on the Nursing Tab.
Criminal Offender Record Information (CORI)	A CORI check is **NOT** the same as the background check performed by CastleBranch and is required for clinical placement and professional licensing. To begin this process, please bring a clear, legible copy of your driver's license (front and back), passport, military ID, or other government issued photo ID (front and back) to your nursing orientation session.