

**RWJBarnabas Health School of Nursing**  
**Re Entry CLINICAL REQUIREMENTS Generic RN Track / LPN to RN Track**  
**NURE 207, 208, 209, 215, 216, 217, and 218**

Please use the following information as a guide to assist you in completing your clinical requirements. All must be submitted through **CastleBranch - DISA Healthcare Company**.

**All must be completed to allow on-time registration.**

**Documents must be uploaded and approved by due date (below) to qualify for on-time registration. Castle Branch and RWJBarnabas Health School of Nursing Administration all students' individual requirements.**

**Read carefully!!**

**Why complete by due date?**

Students who do not complete all required clinical requirements by re-entry due date will not qualify to register on posted re-entry registration date for their course sections.

**What do I need for re-entry registration?**

**1) Drug Test required:**

- a. Generic Track: If you have skipped a semester or more**
- b. For all LPN-RN Re-entry students**

- Select **IW34zdt: Drug Test**
- Drug Test Package payment/registration is through Castle Branch.
- Within 24 hours, the Drug Testing Team from CastleBranch will uplaod the eCCF form to your To-Do List
- Dowload form and take to your local Quest Diagnostics collection site, among the listed sites sent to you, ONLY
  - Present the eCCF form at the testing site to complete your screening
  - Drug test results should be transmitted to your portal within 2-6 business days
- Results must be "negative" for all substances

**2) Background check required:**

- a. Generic Track: If you have skipped a semester or more**
- b. For all LPN-RN Re-entry students**

- Select option based upon state you currently reside and if you have lived outside of that state: (fee based upon selection) Choose the one that fits:

**IW34NJ** (live/lived in NJ only)

**IW34NJout** (currently live in NJ, but have lived in other states)

**IW34NY** (live/lived in NY only)

**IW34NYout** (currently live in NY, but have lived in other states)

**IW34PA** (live/lived in PA only)

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**IW34 PAout** (currently live in PA, but have lived in other states)

- Follow screen prompts to create a profile, username, and password.
- Place order with payment information.
- You will get a confirmation of payment

#### **3) Physical Examination Form: (FOR ALL STUDENTS WHO HAVE SKIPPED 2 SEMESTERS)**

- Download and print all pages of the Physical Examination Form.
- **Page 2** must be completed and **signed by a Physician/Nurse Practitioner/Physician Assistant** and must indicate "**No Limitations**"
- **Page 4 (top of page)** **MUST** be signed by **Physician/Nurse Practitioner/PA**
- **Page 1 and Page 4** Part A, Section 1 and 2 must be **completed by student, signed, and dated** on **Page 7**.
- **Page 3** not required for re-entry

#### **4) Tuberculosis (TB) test**

- Results must be current through end of the semester you are registering for (May 15 or December 15) **even if it has not been a year since last completed.**
- **Look at your own date** of last completed. **This may be different from CB.**
- The Tuberculosis (TB) test may be either Mantoux skin test (first-time TB Mantoux skin-test takers requires 2-step testing, 1-3 weeks apart) or QuantiFERON-TB Gold Blood Test or T-Spot blood test. Actual lab tests required for the QuantiFERON or T-Spot blood tests.
- **If you have had a positive result for any of the above:**
  - A chest x-ray report within the past 12 months and a TB Questionnaire must be uploaded to CastleBranch. (Download from CastleBranch).
  - TB Questionnaire **must be done prior to registration** to ensure you are asymptomatic. (Download form from CastleBranch).
- TB results must be current through **May 15 for Spring semester**
- TB results must be current through **August 15 for Summer semester** (NURE 215/216)
- TB results must be current through **December 15 for Fall semester**

#### **5) Flu Vaccine (For Spring Registration Only):**

- A signed declination (Waiver) for the flu vaccine **WILL NOT** be accepted during the Flu season by all clinical facilities.
- Flu vaccines will be due by **November 20** for all students in clinical in the Fall semester.

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**6) Professional Liability/Malpractice Insurance Requirement**

Policy must cover the student for **\$2 million minimum per occurrence and \$4 million aggregate** and indicate for Student Nurse

- Policy must be current through **August 15 for Summer/December 15 for Fall semester**
- Policy must be current through **May 15 for Spring semester**
- Policy must be uploaded to CastleBranch
- If company requests a letter regarding coverage from the School of Nursing, please see Applications and Documents/Malpractice Letter on [rwjbh.org/nursingschool.org](http://rwjbh.org/nursingschool.org)
- Policies can be obtained through a carrier of choice, this an example:  
Pro Liability: 1.800.375.2764 or [www.proliability.com](http://www.proliability.com)

**7) Proof of BLS Provider/CPR through American Heart Association.**

- American Heart Association is the only acceptable provider for the CPR requirement
- Must be valid through **December for Fall**
- **August for Summer (NURE 215/216) semester**
- Must be valid through **May for Spring semester**
  - i. American Heart Association CPR card or electronic document
  - ii. If card is not issued yet, provide the letter of successful completion on letterhead of American Heart Association

**8) 20XX RWJBH Annual Mandatory Education completion (annually within calendar year)**

- **Must be completed once a calendar year**
  - Instructions will be sent through Canvas

**9) Attestation Page**

- Must be downloaded, signed, dated, and indicate **course registering for**.
- Re-upload to Castlebranch **every registration**

**10) Code of Conduct**

- Must be downloaded, signed, dated, and indicate **course registering for**.
- Re-upload to Castlebranch **every registration**

**11) Fit Test Card N95 masks**

- Fit test occurs first week of class in the LSC.
- Must be renewed annually at the School of Nursing.
- Upload once you receive your card.


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#### 12) LPN License (If enrolled in the LPN-RN Track)

- A copy of your valid unencumbered LPN license must be uploaded to CastleBranch

**How do I know if I must renew a document in CastleBranch, if I see the green checkmark ?**

- The **green checkmark ** indicates your document was approved and may be current per the document. However, students must adhere to the School of Nursing guidelines of required documents. Acceptable requirements must not expire within the semester, you are registering for. This refers to **TB results, liability insurance, and CPR.**