

## Trinitas School of Nursing/RWJBH

### CLINICAL REQUIREMENTS Fall 2023

#### Entering First Clinical Course for LPN-RN (NURE 213) or Generic track (NURE 105)

**\*If you are a re-entry or readmitted student, please refer to those instructions**

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

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

**Documents must be uploaded and approved by due date to qualify for on-time registration. TSON Administration needs time to verify all students' individual requirements.**

**Read carefully!!**

#### **Why complete by due date?**

Administration needs time to view all students CastleBranch records to clear each student for registration. Students who do not complete all required clinical requirements by due date will not be eligible to register on posted registration date for their course sections. Registration will be delayed until all requirements are met. Late registration limits your available clinical and lecture sections.

#### **How long will this process take?**

Allow for a minimum of 3 weeks to make appointments, complete requirements, upload, and have all requirements approved in Castle Branch. **Get started NOW.**

#### **Why are the clinical requirements mandated by TSON?**

*Trinitas School of Nursing has contractual agreements with all clinical sites. These sites require all clinical requirements to be met by students prior to the start of clinical. Clinical experiences are mandatory for program completion and the success of nursing students. Unmet clinical requirements incurred by students can affect our contractual agreements and cause the contractual agreement to be forfeited.*

#### **How do I begin?**

##### **1) CastleBranch Compliance Tracker**

<https://portal.castlebranch.com/IW34/package-selection>

Select: Compliance Tracker (clinical requirements) for Generic RN track or LPN to RN track.

##### **2) Purchase your CastleBranch Drug Test**

Select **IW34zdt: Drug Test** (pay registration fee).

- Drug Test Package payment/registration is through CastleBranch.
- Paid Registration Receipt must be shown at time of Drug Test appointment.
- Consent/Chain of Custody Form is obtained at time of Drug Test appointment.

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- Drug Screen must be done by appointment at:  
**TRMC Occupational Medicine Department**  
**Suite 202; 240 Williamson Street, Elizabeth, NJ.**
- Call directly to make appointment at **908.994.5368.**
- Results must be “negative”.

### 3) Purchase your CastleBranch Background Check

Select appropriate **Background check package**, 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)
- Follow screen prompts to create a profile, username, and password. Place order with payment information.
- You will receive a confirmation of payment.
- All students must obtain a new background check annually.

### How do I complete the other clinical requirements in my current Tracker?

#### 1. Physical Examination Form

- 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** is a guide for titers and immunizations. **Actual laboratory titers** must be submitted (Measles, Rubella, Mumps, Varicella, Hepatitis B and Hepatitis)
- If you are not immune to these diseases, vaccines will be required

### What is the purpose of the Titers?

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- Antigen/Antibody titers will test for immunity/ presence of the disease.
  - Immunity status determines your need for vaccinations.
  - Vaccines will protect you and your patients.
2. **MMR Titres** “positive” will indicate immunity (protects you and your patients)
    - a. If negative, vaccines will be indicated: (1) Rubella and (2) Measles and Mumps.
  3. **Varicella Titer** “positive” will indicate immunity (protects you and your patients).
    - a. If negative, vaccines will be indicated.
  4. **Hepatitis B Antibody Titer** “positive” will indicate immunity (protects you and your patients)
    - a. If negative, vaccines (3) may be indicated
    - b. Signed TSON Hepatitis B vaccine declination is acceptable (download from your tracker).
      - \**Make an informed vaccine declination decision, Hepatitis B is transmitted to healthcare personnel through exposure to blood and body fluids.*
  5. **Hepatitis B antigen** will indicate if you have the disease
    - a. If titer is positive, submit Healthcare Provider (HCP) clearance.
  6. **Hepatitis C titer** will indicate if you have the disease
    - a. If titer is positive, submit HCP clearance.
  7. **Tdap vaccine** (Tetanus, diphtheria, acellular pertussis)
    - a. Submit proof of vaccination with the adult vaccine (Adacel® or Boostrix®) within the past 10 years.
    - b. NOTE: Childhood vaccines called DTAP are NOT acceptable substitutions
  8. **COVID Booster**
    - a. Upload proof of include booster, manufacturer and date(s) received.
  9. **Tuberculosis (TB) test; for those students entering NURE need course numbers**
    - 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 a Mantoux skin test **or** QuantiFERON-TB Gold Blood Test **or** T-Spot blood test. (Lab tests required for the QuantiFERON or T-Spot blood tests)

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- **First Time Tuberculosis (TB) Mantoux skin test takers**
    - A 2-Step Mantoux Tuberculosis Test is required (1-3 weeks apart)
  - QuantiFERON-TB Gold Blood Test or T-Spot blood test. (Lab tests required for the QuantiFERON or T-Spot blood tests)
    - If you have a positive result to any of the above methods:
    - A chest x-ray report within the past 5 years or QuantiFERONIf you have a positive result to any of the above methods,
      - A chest x-ray report within the past 5 years or QuantiFERON-TB Gold Blood Test is acceptable.
      - **A TB Questionnaire must be done annually**, 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 **December 15 for Summer semester** (NURE 270/260)
      - TB results must be current through **December 15 for Fall semester**
10. **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 14<sup>th</sup> for all students in clinical in the Fall semester.
11. **Professional Liability/Malpractice Insurance Requirement**
- Policy must cover the student for \$2 million minimum per occurrence and \$4 million aggregate and **indicate for RN Student**
  - Policy must be current through **May 15 for Spring semester**
  - Policy must be current through **December 15 for Summer semester** (NURE need course numbers 270/260)
  - Policy must be current through **December 15 for Fall semester**
  - Policy must be uploaded to CastleBranch.
  - **If company requests a letter regarding coverage** from Trinitas School of Nursing, please see Applications and Documents/Malpractice Letter on <https://www.rwjbh.org/trinitas-school-of-nursing>
  - Policies can be obtained through a carrier of choice: this is an example Pro Liability: 1.800.375.2764 or [www.proliability.com](http://www.proliability.com)

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#### 12. **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 **May 30 for Spring semester**
- Must be valid through **December 30 for Summer semester** (270/260 need new course numbers)
- Must be valid through **December 30 for Fall semester**
  - American Heart Association CPR card or electronic document
  - If card is not issued yet, provide the letter of successful completion on letterhead of American Heart Association

#### 13. **2023 TRMC Annual Mandatory Education completion**

- Must be completed once a calendar year.
- Must upload completed transcript.
- If you need Password reset contact Dr. Lisa (sim@tsonlsc.com)
- Instructions to access program and create transcript  
<https://www.rwjbh.org/trinitas-school-of-nursing/admission-registration/applications-and-documents/>

#### 14. **Attestation Page**

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

#### 15. **Code of Conduct**

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

#### 16. **Fit Test Card of N95 masks (not required for registration date)**

- All NURE need course numbers, you will receive first week of class.
- Fit Test occurs in LSC.
- Upload once you receive your card.

#### 17. **LPN License (If enrolled in the LPN-RN Track)**

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

***\*Please reply to emails from TSON administration regarding due requirements.***

***We are trying to assist you!***

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