

Trinitas School of Nursing
CLINICAL REQUIREMENTS Fall 2023
NURE 132 and above for Generic track
NURE 250 and above for LPN-RN track

***If you are a re-entry or readmitted student for this semester, 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 prior to registration to qualify for on time registration. TSON Administration needs time to verify all students' individual requirements.

Read carefully!!

I am registering for NURE 132, 231, 232, 250, 280, 290/291, which requirements do I need to update?

1. Background Check Package if you have not done one this calendar year (2023).

- 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)
- Place order with payment information.
- You will get a confirmation of payment.
- All students must **obtain a new background check annually.**

2. Tuberculosis (TB) test

- Results must be current through end of the semester you are registering for (May 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 (one-step) 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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- If 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.
 - 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**

3. 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 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: Below is an option, only.
 - i. Pro Liability: 1.800.375.2764 or www.proliability.com

4. 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** (NURE 270/260)
- Must be valid through **December 30 for Fall 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, **then upload card**

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- iii. **Option:** Check Canvas Community (Modules), scroll 3/4 down for RWJBarnabas BLS Flyer Students for discount code and RWJBH CPR webpage

5. **Flu Vaccine (For Spring Registration):**

- 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 for all students in clinical in the Fall semester

6. **2023 TRMC Annual Mandatory Education completion [will not be available until after registration] *Students will be informed with due date for 2023.**

- Must be completed once a calendar year.
- Must upload completed transcript.
- If you need PW 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/>

7. **Attestation Page**

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

8. **Code of Conduct**

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

9. **COVID-19 Booster**

- Verify COVID Booster and initial COVID Vaccines are uploaded in CastleBranch

10. **Fit Test Card**

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

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

Why complete by due date?

Administration needs time to view all students CB 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.

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.

What do I do if a document is “rejected”?

If a document is rejected, **read the reason**, and **correct**. Contact Castlebranch for assistance, if needed.

How do I know if I must renew a requirement in CastleBranch, if I see the Green Checkmark/Complete in CB?

The green checkmark/complete in CB indicates your document was approved and may be current per the document expiration date. **However, students must adhere to the TSON guidelines of required current documents**. Requirements **must not expire** within the semester; you are registering for. This refers to **TB results, Liability Insurance, CPR, Code of Conduct, Attestation Form**. See below.

How can I upload an “early renewed” document?

Open your CastleBranch tracker, use “**live chat**” option to request, “**early renewal**” of document. This may be required for requirements that will expire within the semester. TB

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results, flu vaccine, liability insurance, CPR, Attestation and Code of Conduct forms, and LPN license. TSON Administration must be able to view documents in CB only.

****Please reply to emails from TSON administration regarding due requirements. We are trying to help you!!***