Trinitas School of Nursing/RWJ Barnabas Health

Re Entry CLINICAL REQUIREMENTS
Generic RN Track / LPN to RN Track

Please use the following information as a guide to assist you in completing re-entry clinical requirements. **All must be completed to allow on-time registration. Documents must be uploaded by and approved by Castle Branch prior to registration date to qualify for on time registration. TSON Administration needs time to verify 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. **If you have skipped a semester in the Generic track**
   b. **For all LPN-RN Re-entry students**
   - Select **IW34zdt**: **Drug Test**
   - Drug Test Package payment/registration is <u>through Castle Branch</u>.
   - Paid Registration Receipt (phone/paper) must be shown at time of Drug Test appointment.
   - Consent/Chain of Custody Form is obtained at time of Drug Test appointment.
   - <u>Drug Screen must be done by appointment at</u>:
     TRMC Occupational Medicine Department
     Suite 202; 240 Williamson Street, Elizabeth, NJ.
   - Call directly to make appointment at **908.994.5368.**

2) **Background check required:**
   a. **If you have skipped a semester in the Generic track**
   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) <u>Choose the one that fits</u>:
   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 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 a one-step 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).
- If you have had a positive result for any of the above:
  - A chest x-ray report within the past 5 years and a TB Questionnaire must be uploaded to CastleBranch. (Download from CastleBranch).
  - 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 **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 14** for all students in clinical in the Fall semester.

6) **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**

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- 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 Trinitas School of Nursing, please see Applications and Documents/Malpractice Letter on **trinitasschoolofnusing.org**
- Policies can be obtained through a carrier of choice, this an example:
    Pro Liability: 1.800.375.2764 or 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 15 for Fall**
- **August 15 for Summer (NURE 215/216) semester**
- Must be valid through **May 15 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) 2024 TRMC Annual Mandatory Education completions (annually within calendar year)
- **Must be completed once a calendar year**
- Must upload completed document
- Instructions will follow registration.

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. COVID Vaccine and Booster

- Upload proof of full initial COVID vaccination and single booster (to date) to include manufacturer and date(s) received.

12. **Fit Test Card N95 masks (not required by registration date)**

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

13. **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 TSON 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**. **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 results, flu vaccine, liability insurance, CPR, Attestation and Code of Conduct forms, and LPN license.

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