



DEPAUL UNIVERSITY

COLLEGE OF SCIENCE AND HEALTH

School of Nursing

Health Requirements for Faculty

Updated 11/18/2022

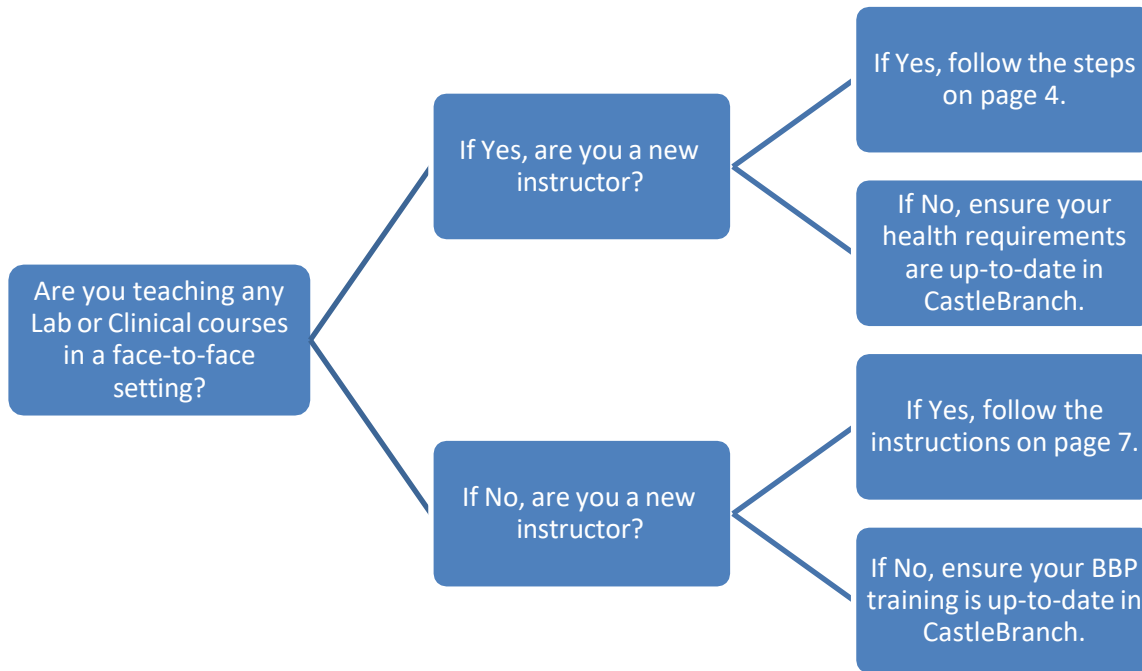
Contents

Health Requirements for Faculty.....	1
Instructions for Lab or Clinical Faculty Members.....	4
Instructions on Getting Started	4
Instructions on Submitting a Drug Screen	4
Instructions on Uploading Documents	5
Complete Walkthrough of Account Setup	6
Instructions for Lecture-Only Faculty Members	7
Frequently Asked Questions	8

Health Requirements for Faculty

As a nurse you are aware of the need to protect yourself and the health of those you provide care for by maintaining updated health records. Area hospitals and medical centers entrust institutions like DePaul University to ensure that our student nurses and clinical faculty meet the same health requirements as the healthcare professionals they employ.

To track the health requirements of our clinical faculty, we use the CastleBranch document locker system. We ask that you follow these steps to complete your health requirements by the start of the quarter in which you are teaching.



Questions can be directed to:

Technical Questions	CastleBranch 888.723.4263
PIN Numbers Upload Review General Inquiries Due Date Adjustments Administrative Overrides	Mike Nowakowski, MBIT Compliance Officer mnowako3@depaul.edu

Instructions for Lab or Clinical Faculty Members

DePaul University requires that Lab and/or Clinical faculty members submit proof of the following via CastleBranch. We cannot accept hard copies of any health requirements.

- 1) Drug Screen
 - a. May either submit a recent screen, or may request a new screen at no cost
- 2) Varicella (Chicken Pox)
- 3) Hepatitis B
- 4) Tuberculosis (TB)
- 5) Tetanus, Diphtheria & Pertussis (Tdap)
- 6) Influenza (renewals due 10/15 each year)
- 7) CPR Certification
- 8) Health Insurance
- 9) RN License
- 10) HIPAA-FERPA Authorization
- 11) Bloodborne Pathogens Exposure Training (due 01/01 every year)
- 12) COVID-19 Vaccination
- 13) COVID-19 Booster Vaccination

Instructions on Getting Started

You will receive an initial welcome email from the Compliance Officer with instructions specific to your account. Please use the personalized PINs and information included in the welcome document while configuring your account for the first time.

General Instructions

- 1) Register for your account by going to: <https://portal.castlebranch.com/DD02/spif/DE34/DE34im>
 - a. You should have received an email from the School of Nursing containing two PIN numbers. When prompted, enter one of the PIN numbers (either is fine). The PIN number removes any associate fees with setting up your account.
 - b. If you did not receive PIN numbers, or if you need a new PIN number, contact the School of Nursing.
- 2) When registration is complete, you can begin uploading health records.
- 3) Finally, you must submit a recent drug screen. If you have access to a recent screening, you may submit that, or you may register to complete a new one free of charge. See below for instructions on submitting a drug screen.
- 4) If you need assistance, please contact CastleBranch at 888.723.4263.

Instructions on Submitting a Drug Screen

- 1) If you have access to the results of a recent negative drug screen, you may submit that to meet this requirement. You may also request a new drug screen, for which DePaul will cover the cost.
 - a. To upload a recent drug screen, click this link:
<https://portal.castlebranch.com/DD02/spif/DE34/DE34dm>
 - b. To request a new drug screen, click this link::
<https://portal.castlebranch.com/DD02/spif/DE34/DE34DT>

- 2) When prompted for a PIN number, use the PIN number included with your welcome letter. The PIN number removes any associate fees with completing a drug screen. If you did not receive PIN numbers, or if you need a new PIN number, contact the School of Nursing.
- 3) If you have chosen to set up a new drug screen, an email with further instructions will be sent to you within one week.

Instructions on Uploading Documents

- 1) Log in to www.castlebranch.com using the account information you created (see above).
- 2) Find and click on your "To-Do List"

MESSAGES (0)

TO-DO LISTS

DOCUMENT CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.


Clinical Requirements DE34 - Active Clinical Faculty 13 Requirements **OVERDUE**

Due Date - 06/01/2020

Need help completing your requirements? [CLICK HERE](#) for a full list of Video Tutorials that can assist you in completing the requirements in the list below!
 Still have questions? [CLICK HERE](#) to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply [CLICK HERE](#)

Requirement	Date Due	STATUS
1. Measles, Mumps & Rubella (MMR)	Due Date: 06/01/2020	OD Overdue
2. Varicella (Chicken Pox)	Due Date: 06/01/2020	OD Overdue
3. Hepatitis B	Due Date: 06/01/2020	OD Overdue
4. Tuberculosis (TB)	Due Date: 06/01/2020	OD Overdue
5. Tetanus, Diphtheria & Pertussis (Tdap)	Due Date: 06/01/2020	OD Overdue
6. Influenza	Due Date: 06/01/2020	OD Overdue
7. CPR Certification	Due Date: 06/01/2020	OD Overdue
8. Health Insurance	Due Date: 06/01/2020	OD Overdue
9. RN License	Due Date: 06/01/2020	OD Overdue
10. HIPAA-FERPA Authorization	Due Date: 06/01/2020	OD Overdue
11. Bloodborne Pathogens Exposure Training	Due Date: 01/01/2021	OD Overdue
12. COVID-19 Vaccination	06/01/2020	Incomplete
13. COVID-19 Booster Vaccination	06/01/2020	Incomplete

3) Select a requirement to view more information, or to upload a file

Requirement	Date Due	STATUS
 1. Measles, Mumps & Rubella (MMR)	Due Date: 06/01/2020	OD Overdue

Submit a positive antibody titer for all 3 components (lab report required). myCB 11/18/2022 04:32:36 PM EST

If any titer is negative or equivocal, new alerts will be created for you to repeat series and provide a 2nd titer.

Please attach your file from one of these options. If using a mobile device, please choose the large file option for the best image clarity. (Max file size 5 MB). The image must be legible to be accepted.

My Documents

Your computer or flash drive (Acceptable File Types: .pdf, .png, .jpg, .gif, .xls, .docx, .doc)

Or download the fax/mail requirement cover page

- 4) Upload all requirement documents. You will receive email notifications of any overdue or incomplete items.
- 5) If you need assistance, please contact CastleBranch at 888.723.4263.

Complete Walkthrough of Account Setup

If you need a walkthrough of the complete process, please contact Mike Nowakowski (mnowako3@depaul.edu) for a comprehensive guide of account creation and setup. Zoom calls can also be scheduled to address any questions or issues.

Instructions for Lecture-Only Faculty Members

Bloodborne Pathogen Exposure training is an important requirement for all faculty and staff in the School of Nursing. It is required that all of us are aware of the policies and procedures that are in place in case of an exposure incident. DePaul University requires that we document compliance of BBP training, and this memo will outline what is required of you.

Steps toward compliance:

- 1) Review the BBP training slides, which can be found at go.depaul.edu/bbp. You can also find a full PDF of our policy on this site.
- 2) Complete the brief BBP quiz (10 questions), which you will find at go.depaul.edu/bbp.
 - a. After you press “submit,” the quiz will remind you to save your results. There will be a PDF icon in the top right corner that will allow you to do so. Save the file somewhere you can find it!
- 3) Set up your CastleBranch account.
 - a. Go to <https://portal.castlebranch.com/DD02/spif/DE34/DE34bbp> to upload proof of training.
 - b. The system will prompt you to enter your Personal Identification Number (PIN). The PIN removes any fees associated with opening an account. You should have received an email from the School of Nursing containing a PIN number. If you did not receive a PIN number, or if you need a new PIN number, contact the School of Nursing.
 - c. Follow the instructions to set up your CastleBranch account and enter all information.
 - d. You will receive an email confirming your registration.
- 4) Upload the results of your quiz.
 - a. Once logged in to your account, click on “Clinical Requirements DE34.” You should only see one requirement: Bloodborne Pathogen Exposure training.
 - i. If, in the future, you teach a clinical course, instructions will be sent on how to add the necessary additional requirements to your account.
 - b. Click on the + and then upload your quiz results. Confirm submission.
 - c. You will receive email notification when your Bloodborne Pathogen Exposure compliance has been reviewed and approved.
 - d. Compliance is good for one year, until January 1 of the upcoming calendar year.
- 5) Questions?
 - a. If you have questions regarding our Bloodborne Pathogen Exposure policy, contact Mike Nowakowski (mnowako3@depaul.edu).
 - b. If you have technical difficulties with the website, contact CastleBranch at 888.723.4263.

Frequently Asked Questions

I teach clinical at the hospital where I currently work. Why do I need to submit health requirements?

For accreditation and legal reasons, the School of Nursing and DePaul University must be able to provide proof of current health requirements for all faculty and staff at any time. This requirement is part of the clinical affiliation agreement DePaul University has made with area hospitals. We cannot waive these requirements.

Is it free? Who pays for it?

DePaul University covers any costs associated with setting up the CastleBranch account, or for a drug screen (if needed). Bloodwork, immunizations, and other fees are not covered. Maintaining these requirements is considered part of your professional practice. Many area hospitals offer these services to their employees for free.

Something went wrong. Who do I contact for technical assistance?

If you need assistance, please contact CastleBranch at 888.723.4263.

One of my documents was rejected, but I think it should be acceptable. Who do I contact?

Please contact Mike Nowakowski at mnowako3@depaul.edu for assistance.

I can't find my PIN number. Who do I contact to get a new one?

Mike Nowakowski, Compliance Officer

mnowako3@depaul.edu

How recent must titers be?

Titers are acceptable from any time in the past as long as they fulfill the requirements.

What is the HIPAA-FERPA Authorization form?

Should an outside clinical agency require that DePaul provide proof of any health requirements, the HIPAA-FERPA authorization form allows DePaul the legal right to do so. The same form is required for all students, so if any language in the form does not apply to you, you may leave blank.

Where do I find Bloodborne Pathogens Exposure Training?

On our website, go.depaul.edu/bbp. The PowerPoint training document describes the procedures in place at DePaul. There is a short, 10 question quiz to document your training. When you finish the quiz, save the results screen (there will be a button to allow you to save as a PDF file) and upload.

I am a former student or faculty member with an existing CastleBranch account. Do I need to make a new account?

No. It is possible to add packages or specific requirements to your existing account without having to repeat the entire process. Send an email to Mike Nowakowski (mnowako3@depaul.edu) for assistance.