



DEPAUL UNIVERSITY

COLLEGE OF SCIENCE AND HEALTH

School of Nursing

Health Requirements for Faculty

Updated 12/04/20

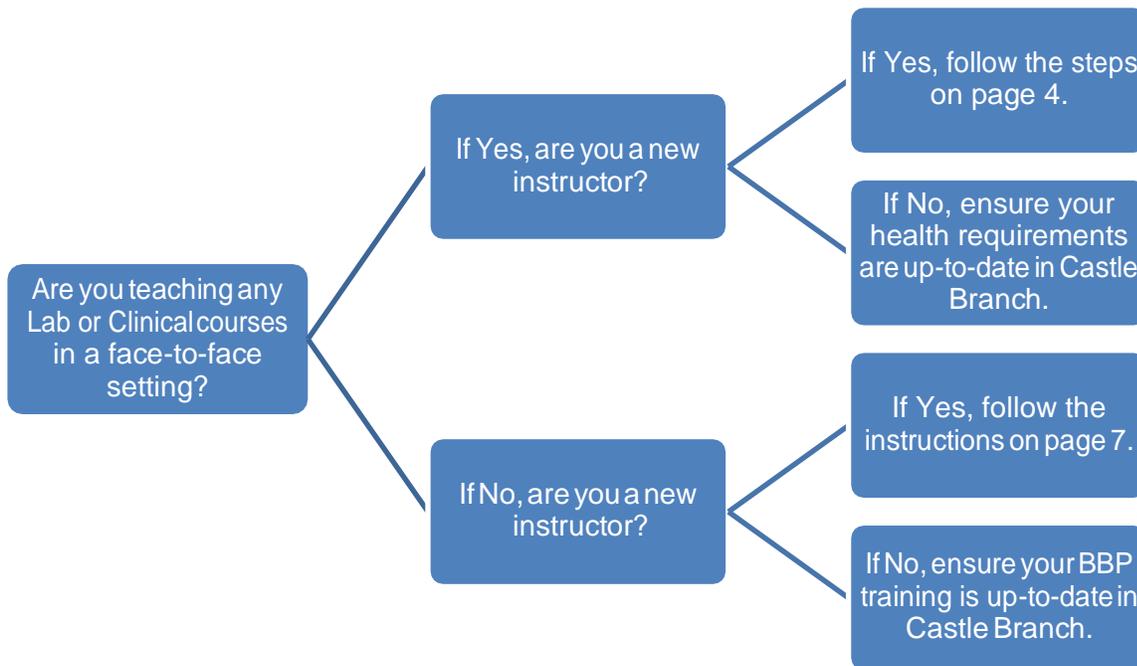
Table of Contents

Health Requirements for Faculty.....	3
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
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 Castle Branch document locker system (Castle Branch was previously called CertifiedBackground.com). 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	Castle Branch 888.723.4263
PIN Numbers	Mike Nowakowski, MBIT Data and Technology Specialist mnowako3@depaul.edu
General Inquiries	School of Nursing 773.325.7280 nursing@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 Castle Branch. 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) Background Check
- 3) Measles, Mumps, and Rubella (MMR) Titer
- 4) Varicella (Chicken Pox) Titer
- 5) Hepatitis B Titer
- 6) Tuberculosis Screening
 - a. EITHER Mantoux Skin Test or QuantiFERON-TB Gold test.
 - i. Note that QuantiFeron-TB Gold is required for Loyola clinicals
 - b. If positive results, clear chest X-Ray required
- 7) Tetanus, Diphtheria, and Pertussis (Tdap) Immunization
- 8) CPR Certification
- 9) Proof of Health Insurance
- 10) Influenza Vaccination (current season)
- 11) HIPPA/FERPA Authorization
- 12) Bloodborne Pathogens Exposure Training (specific to DePaul)
- 13) RN License

Instructions on Getting Started

- 1) Register for your account by going to: <https://portal.castlebranch.com/DD02/spif/DE34/DE34im>
- 2) You should have received an email from the School of Nursing containing three PIN numbers. Use the PIN designated as the immunization tracker from the email when prompted on the Castle Branch website. This will waive the cost of setting up your account.
- 3) If you did not receive a PIN number, contact Mike Nowakowski at mnowako3@depaul.edu.
- 4) If you need assistance, please contact Castle Branch 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 pay for 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>

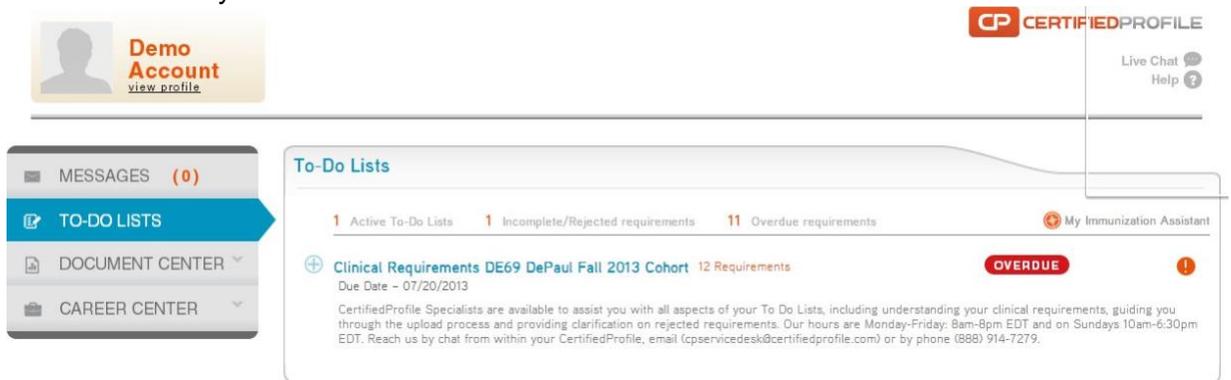
- 2) When prompted for a PIN number, use the number from the email designated for the drug screen.
- 3) If you have chosen to set up a new drug screen, an email with further instructions will be sent to you within one week.

Instructions on Submitting a Background Check

- 1) To have a background check added to your account, visit: <https://portal.castlebranch.com/DD02/spif/DE34/DE34bg>
- 2) Use the PIN number in the email designated for the background check.
- 3) Check your email within the next few weeks after the order is placed to ensure no further action is required. Failure to respond to an email or provide any further information when required will cause the request to return as failed and cancel the requirement on your account.

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"



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

 **Clinical Requirements DE69 DePaul Fall 2013 Cohort** 12 Requirements **OVERDUE** 
 Due Date - 07/20/2013

CertifiedProfile Specialists are available to assist you with all aspects of your To Do Lists, including understanding your clinical requirements, guiding you through the upload process and providing clarification on rejected requirements. Our hours are Monday-Friday: 8am-8pm EDT and on Sundays 10am-6:30pm EDT. Reach us by chat from within your CertifiedProfile, email (cpservice@certifiedprofile.com) or by phone (888) 914-7279.

Requirement	Type	Date Due	STATUS
 1. Measles, Mumps & Rubella (MMR)	Attach File	07/20/2013	COMPLETE
 2. Varicella (Chicken Pox)	Attach File	04/12/2013	OVERDUE
 3. Hepatitis B	Attach File	07/20/2013	COMPLETE
 4. Hepatitis B 2nd Action	Attach File	05/13/2013	OVERDUE
 5. Tuberculosis	Attach File	07/20/2013	COMPLETE
 6. Tetanus, Diphtheria & Pertussis (Tdap)	Attach File	07/20/2013	OVERDUE

Documentation of a Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster. CertifiedProfile 04/11/2013 03:04:09 PM EDT

[+ Upload file](#)
[Other options](#)

- 4) There are multiple ways to upload a document:
 - a. Electronic. Scan or take a picture of your document. Save the document to your computer, then upload.

- b. Fax. For the requirement in question, click on “Other options,” then choose “Fax.” You will be asked to print a fax coversheet, which must precede the document when faxing to Castle Branch. The number will be listed on the fax coversheet. Note that coversheets are specific to each individual requirement.

6. Tetanus, Diphtheria & Pertussis (Tdap) Attach File 07/20/2013

Documentation of a Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster. CertifiedProfile 04/11/2013 03:04:09 PM

+ Upload file
Other options

Print Cover Sheet ✕

Print a cover sheet to submit your documents by fax or mail.

	Attach File	07/20/2013
	Attach File	07/20/2013
	Attach File	09/01/2013

- c. Mail. For the requirement in question, click on “Other options,” then choose “Mail.” You will be asked to print a coversheet which is specific to each individual requirement. The address will be located on the coversheet.
- 5) Upload all requirement documents. You will receive email notifications of any overdue or incomplete items.
 - 6) If you need assistance, please contact Castle Branch at 888.723.4263.

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 Castle Branch 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 Castle Branch 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 Castle Branch 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 Castle Branch 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 Castle Branch at 888.723.4263.

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

Please contact the compliance officer for the campus on which you teach. See the first page of this guide for contact information.

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

Mike Nowakowski, Coordinator of Data Management
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 HIPPA-FERPA Authorization form?

Should an outside clinical agency require that DePaul provide proof of any health requirements, the HIPPA-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.