



**DEPAUL UNIVERSITY**

**COLLEGE OF SCIENCE AND HEALTH**

*School of Nursing*

## **Health Requirements for Faculty**

Updated 9/25/18

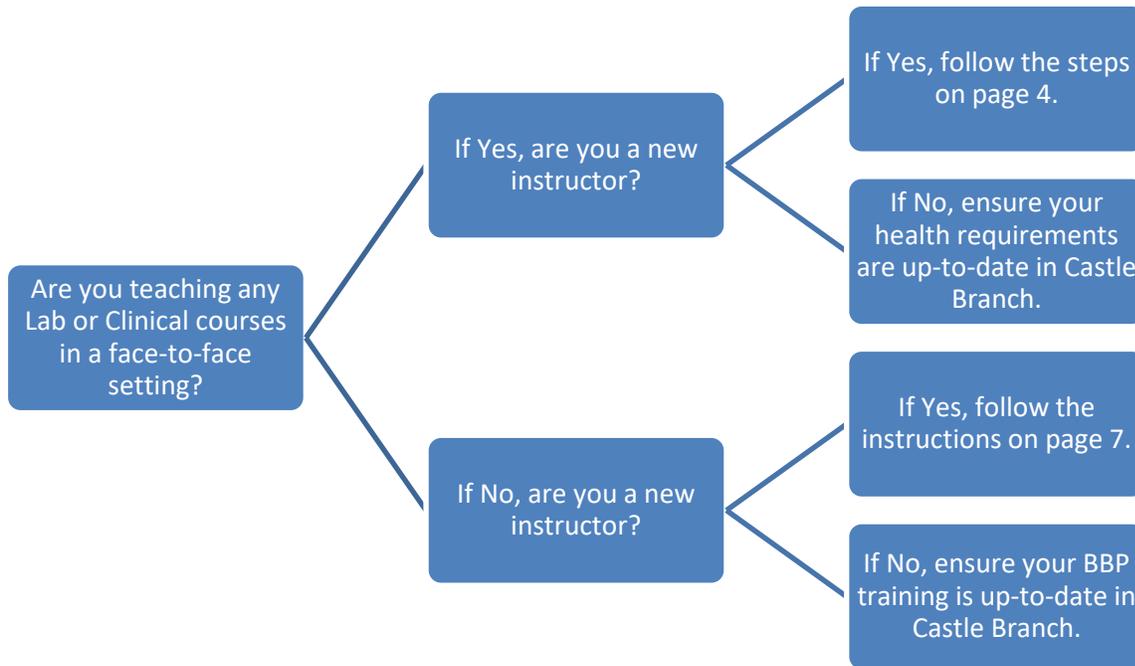
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# Health Requirements for Faculty

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
Specific, Health-related Questions	Rebecca Adamski LPC Compliance Officer <a href="mailto:radamski@depaul.edu">radamski@depaul.edu</a>
PIN Numbers	Mike Nowakowski Coordinator of Data Management <a href="mailto:mnowako3@depaul.edu">mnowako3@depaul.edu</a>
General Inquiries	School of Nursing 773.325.7280 <a href="mailto:nursing@depaul.edu">nursing@depaul.edu</a>

# 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) Measles, Mumps, and Rubella (MMR) Titer
- 3) Varicella (Chicken Pox) Titer
- 4) Hepatitis B Titer
- 5) 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
- 6) Tetanus, Diphtheria, and Pertussis (Tdap) Immunization
- 7) CPR Certification
- 8) Proof of Health Insurance
- 9) Influenza Vaccination (current season)
- 10) HIPPA/FERPA Authorization
- 11) Bloodborne Pathogens Exposure Training (specific to DePaul)
- 12) RN License

## Instructions on Getting Started

- 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 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 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 second PIN number that you received. 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](http://www.castlebranch.com) using the account information you created (see above).
- 2) Find and click on your "To-Do List"

The screenshot shows the CertifiedProfile dashboard. On the left, there is a navigation menu with options: MESSAGES (0), TO-DO LISTS (selected), DOCUMENT CENTER, and CAREER CENTER. The main content area is titled 'To-Do Lists' and displays a summary: 1 Active To-Do Lists, 1 Incomplete/Rejected requirements, and 11 Overdue requirements. A specific requirement is highlighted with a red 'OVERDUE' badge. Below the summary, there is a section for 'Clinical Requirements DE69 DePaul Fall 2013 Cohort' with 12 requirements and a due date of 07/20/2013. A help message from CertifiedProfile Specialists is visible, along with a 'My Immunization Assistant' icon.

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

The screenshot shows the 'Clinical Requirements DE69 DePaul Fall 2013 Cohort' page. It features a table with the following data:

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

Below the table, a detailed view of the Tdap requirement is shown, including a description: '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.' There are two buttons: '+ Upload file' and '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

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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

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+ Upload file  
Other options

**Print Cover Sheet** ✕

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

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Attach File 07/20/2013

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Attach File 07/20/2013

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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](http://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](http://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 Tamara Poole ([tpoole5@depaul.edu](mailto:tpoole5@depaul.edu)), our Safety Officer.
  - 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?**

Zander Stachniak, Coordinator of Data Management

[Astachn1@depaul.edu](mailto:Astachn1@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](http://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.