



DEPAUL UNIVERSITY

COLLEGE OF SCIENCE AND HEALTH

School of Nursing

Health Requirements for Students

Updated 9/25/18

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Health Requirements for Students

As a student nurse you should be 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 students, we use the Castle Branch document locker system (Castle Branch was previously called CertifiedBackground.com). The School of Nursing cannot accept or maintain any hard copies of health records. We ask that you follow the steps outlined in this document to complete and document your health requirements by the deadline listed for your academic quarter. It is not recommended that you register for an account prior to the date listed below or your due dates will not match those of your cohort.

Academic Quarter of Program Start	First Day to Register for an Account	Last Day to Register for an Account	Due Date for All Health Requirements
Fall	June 16	September 5	September 5
Winter	September 6	January 5	January 5
Spring	January 6	April 5	April 5
Summer	April 6	June 15	June 15

Questions can be directed to:

Technical Questions	Castle Branch 888.723.4263
Specific, Health-related Questions	Rebecca Adamski LPC Compliance Officer radamski@depaul.edu
General Inquiries	School of Nursing 773.325.7280 nursing@depaul.edu

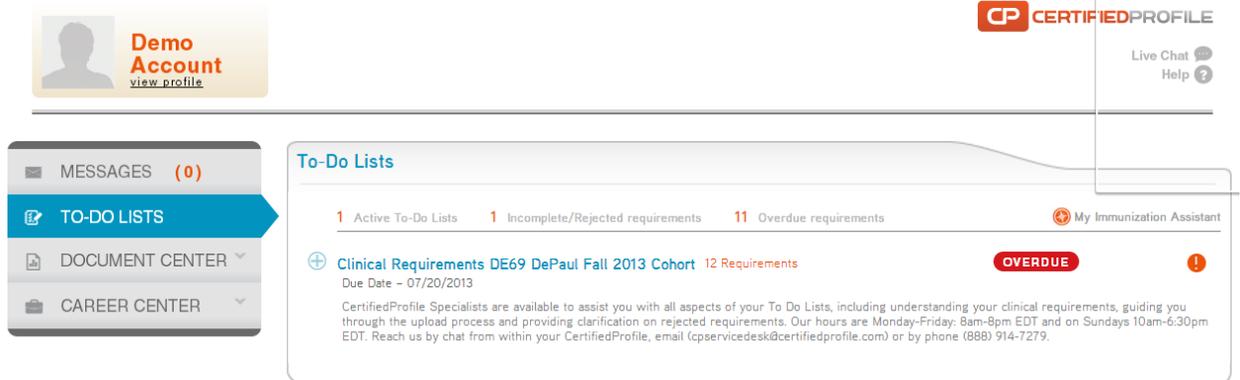
Instructions on Getting Started

1. Register for your account by going to:
<https://portal.castlebranch.com/DD02/spif/DE69/DE69dm>
2. After reviewing and signing the disclosure and authorization forms, you should be directed to the next steps in the process. The notification should come in the form of an email from Castle Branch.
 - a. If you are unable to locate a notification of next steps email from Castle Branch, you can manually initiate the next step of the process by going to this link and following the prompts to register for a background check, drug screen, and document manager: <https://portal.castlebranch.com/DD02/spif/DE69/DE69>
3. When registration is complete, you can begin [uploading health records](#).
4. To complete the drug screen requirement, an email with further instructions will be sent to you within one week of registration.
5. If you need assistance, please contact Castle Branch at 888.723.4263.

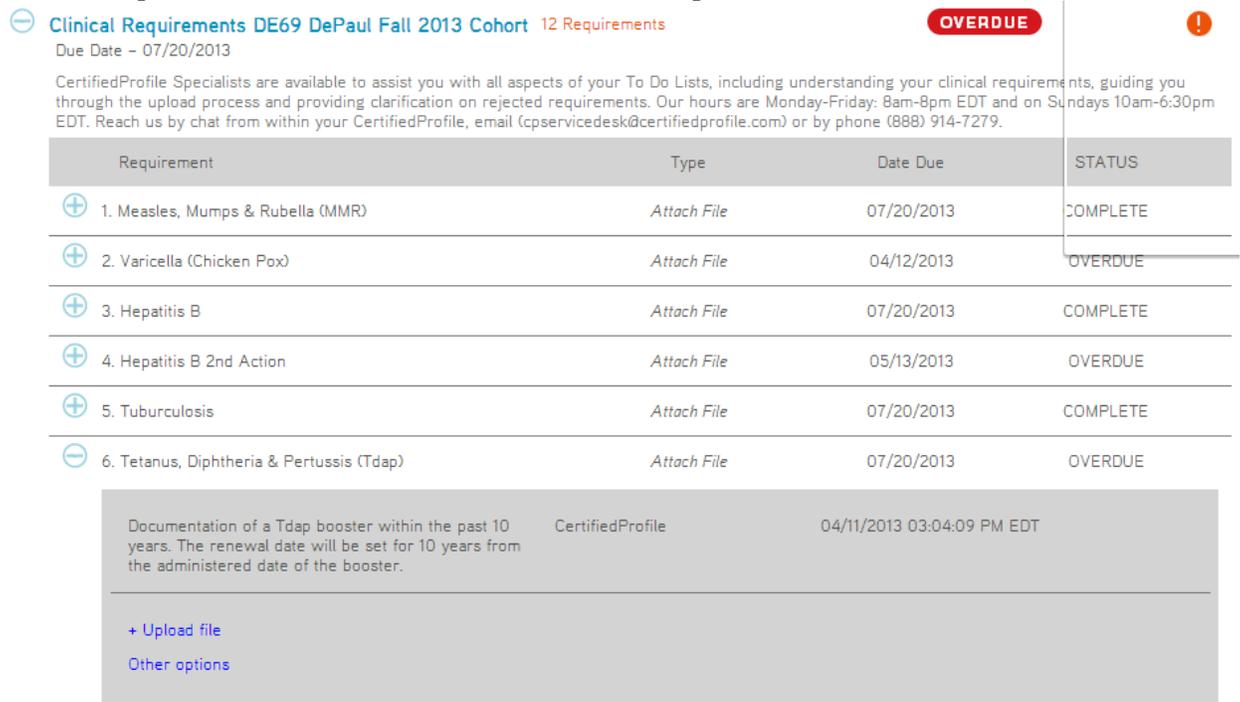
*For students who already have an account, additional options can be chosen in the package selection menu:
<https://portal.castlebranch.com/DD02/package-selection>.

Instructions on Uploading Documents

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



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



- 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 [X]

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

FAX 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.

A Note on Health Insurance

It is extremely important that all MENP students secure health insurance prior to any clinical experience, and that coverage is maintained throughout the program. For incoming MENP students, your first clinical experience will be in NSG 301: Art & Science of Nursing I in Quarter 2 of the program. All students should ensure that they have uploaded proof of health coverage by that time.

If you do not currently have health insurance, we recommend that you review the information on [this website](#), which explains the health insurance options available through the Affordable Care Act (ACA) and the Illinois Marketplace. Open enrollment in the Illinois Marketplace is from November 1 to January 31. Students should plan ahead, where possible, to register for health insurance during this time.

Admit Term	Deadline to apply for coverage in the ACA open enrollment period
Fall Quarter	December 15
Winter Quarter	January 31
Spring Quarter	January 31
Summer Quarter	January 31

Should you miss the deadline for the open enrollment period, many students may qualify for a Special Enrollment Period. Examples of reasons why someone would qualify are:

- Recent loss of health coverage
- Got married
- Had a baby
- Adopted a child or had a child placed with you for foster care
- Got divorced or legally separate and lost health insurance
- Death in the family
- Moved to a new residence
- Had a change in income
- Gained citizenship or lawful presence in the U.S.
- Released from incarceration (jail or prison)
- Member of a federally recognized tribe or an Alaska Native corporation shareholder

The Special Enrollment Period is not a guarantee. In general, you must apply for the Special Enrollment Period within 60 days of one of the above life-changing events. In the case that you apply for health coverage through a Special Enrollment Period, you should do so early enough to ensure coverage begins by Quarter 2 of your program.

In the event that you do not have health coverage, that you miss the ACA open enrollment period deadline, and that you do not qualify for a Special Enrollment Period, you will need to apply for a private plan outside the ACA Marketplace. Applicants for these plans are ineligible for tax credits or income-based savings, but these plans can meet all the requirements of the health care law, and can meet the requirements for clinical attendance. DePaul University no longer offers student health insurance plans.

In the event that a student is unable to secure health coverage prior to their clinical experience, they will be unable to attend clinical by the policy in the Student Handbook, which will delay degree progression.

List of Health Requirements

- 1) [Background Check](#)
- 2) [Drug Screen](#)
- 3) [Measles, Mumps, and Rubella \(MMR\) Titer](#)
- 4) [Varicella \(Chicken Pox\) Titer](#)
- 5) [Hepatitis B Titer](#)
- 6) [Tuberculosis Screening](#)
- 7) [Tetanus, Diphtheria, and Pertussis \(Tdap\) Immunization](#)
- 8) [CPR Certification](#)
- 9) [Proof of Health Insurance](#)
- 10) [Influenza Vaccination](#)
- 11) [Professional Liability Insurance](#)
- 12) [Student Handbook Acknowledgement](#)
- 13) [HIPPA/FERPA Authorization](#)
- 14) [Bloodborne Pathogens Exposure Training](#)
- 15) [University Requirements](#)

Health Requirements, in Detail

Background Check

Upon registering for your account, no further action is required.

From Student Handbook:

Nursing students must submit to a criminal background check by www.castlebranch.com prior to their initial clinical experience. Criminal background checks must be completed by August 1st for Fall Quarter or December 1st for Winter Quarter, and will remain in effect unless:

- a) a clinical agency determines it necessary to require more frequent or more detailed background checks, OR
- b) a nursing student interrupts his/her program of study for one quarter or longer

In the above cases, it is mandatory for the student to have another criminal background check performed.

The School of Nursing may not be able to place students in a clinical setting if there are positive findings on the criminal background check. As a result, a student will not be able to complete the requirements of the program.

Drug Screen

Upon registering for your account, an email with instructions on how to set up your drug screen will be sent within one week.

From Student Handbook:

Nursing students are required to have a ten-panel drug screen as required by clinical institutions. Some institutions may require a new drug screen each year. The test may be obtained from any health care agency, or from www.castlebranch.com through Quest Diagnostics Lab. The drug test MUST follow a “Chain-of-custody” procedure. The student should sign a release to have the results sent to School of Nursing Coordinator of Clinical Placements. See [student handbook](#) for the School of Nursing Policy on Drug Use and Testing.

The School of Nursing may not be able to place students in a clinical setting if there are positive findings on the drug screen. As a result, a student will not be able to complete the requirements of the program.

Measles, Mumps, and Rubella (MMR) Titer

Upload titer (bloodwork) proof of immunity. Have a question about titers? [Click here.](#)

From Student Handbook:

A TITER is MANDATORY to document immunity. (Note: Vaccination or history of the disease is necessary to develop immunity). The titer MUST contain the titer value as well as the reference norm. The required titers are as follows:

- a) Rubeola IgG
- b) Mumps IgG
- c) Rubella IgG

If titers indicate no immunity for Rubeola, Mumps, and Rubella, immunization is required (for Rubeola, Mumps or Rubella, this will be a booster series of 2 MMR immunizations). Follow-up titers will need to be drawn after re-immunization.

Students must sign a waiver if no immunity is detected on follow-up titer. The waiver states that you understand the risk associated with continuing in the nursing program, specifically that if you contract the disease to which you are not immune, the school is not liable and that you want to continue in your studies, knowing the risk. Once you have documented your immunity or signed a waiver, you will not need to furnish any further documentation.

Varicella (Chicken Pox) Titer

Upload titer (bloodwork) proof of immunity. Have a question about titers? [Click here.](#)

From Student Handbook:

A TITER is MANDATORY to document immunity. (Note: Vaccination or history of the disease is necessary to develop immunity). The titer MUST contain the titer value as well as the reference norm. The required titers are as follows:

- a) Varicella IgG

If titers indicate no immunity for Varicella, immunization is required. Follow-up titers will need to be drawn after re-immunization.

Students must sign a waiver if no immunity is detected on follow-up titer. The waiver states that you understand the risk associated with continuing in the nursing program, specifically that if you contract the disease to which you are not immune, the school is not liable and that you want to continue in your studies, knowing the risk. Once you have documented your immunity or signed a waiver, you will not need to furnish any further documentation.

Hepatitis B Titer

Upload titer (bloodwork) proof of immunity. Have a question about titers? [Click here.](#)

From Student Handbook:

Proof of immunity to Hepatitis B must be confirmed through bloodwork. Immunity may be achieved through vaccination or previous exposure*. You may submit test results and documentation of immunity from your provider in lieu of receiving vaccination. The following documents will be accepted as proof of immunity:

- a) Positive Hepatitis B surface antibody (anti-HBs) indicates immunity from previous vaccination.
- b) Positive anti-HBs and positive Hepatitis core antibody (anti-HBc) indicate immunity due to infection; a negative Hepatitis B surface antigen (HBsAG) is needed to determine whether acute or chronic infection exists, and the student will need to follow up with his or her health care provider.

If immunity is not documented, the student must receive the Hepatitis B immunization series and post-vaccination bloodwork as outlined below.

If the series has been started but has not been completed prior to beginning clinical attendance, it is the student's responsibility to supply documentation of the vaccine dates and the date when the final Anti-HBs bloodwork is drawn. The student must have completed a minimum of one of the series of three vaccines prior to the first clinical day and upload documentation for this to Castle Branch.

If bloodwork following completion of the series of three vaccines does not show immunity, further vaccination is necessary. If, after completion of a second series, no immunity is detected, the student must sign a waiver. The waiver states that you understand the risk associated with continuing in the nursing program, specifically that if you contract the disease to which you are not immune, the school is not liable and that you want to continue in your studies, knowing the risk. Once you have documented your immunity or signed a waiver, you will not need to furnish any further documentation.

* The Centers for Disease Control (CDC) recommend that persons who fall into either of the following categories for increased risk for Hepatitis B infection should see their health care provider and request a blood test for Hepatitis B surface antigen (HBsAg) and Hepatitis B surface antibody (Anti-HBs) as you may not need the vaccination if the results are positive.

CDC Categories of Persons at Increased Risk for Hepatitis B Infection

1. Person born to mothers in or from countries in which Hepatitis B is endemic.
2. Sexually active men who have sex with men.

Tuberculosis Screening

Upload either Mantoux skin test or QuantiFERON-TB Gold test. Both tests must be updated on www.castlebranch.com every 12 months following the initial TB test.

From Student Handbook:

All students that will provide patient care in the clinical setting are required to submit proof of not having active tuberculosis prior to the first day of the clinical rotation. Documentation must be uploaded into Castle Branch and approved to fulfill this requirement. This can be done by completing one of the following:

1. Two-step Tuberculin Skin Test.
 - a. The student will be required to have two separate tuberculin skin tests placed 1-3 weeks apart. The results of both tests must be uploaded into Castle Branch.
2. Quantiferon Gold Test
 - a. The student will be required to have this blood test drawn and upload the results into Castle Branch. ***Please note: some clinical sites will only accept this as proof of not having active tuberculosis.***

Students With Positive TB Results

1. Students with a history of having positive TB results or has received the BCG vaccination prior to admission into the nursing program at DePaul University must complete the following:
 - a. Submit certification from a healthcare provider that the student is currently free of the signs and symptoms of active tuberculosis. This certification must be renewed every 6 months.

AND
 - b. Submit a negative chest X-ray from the time of the initial positive TB results. In the event that a chest X-Ray was not completed, the student will be required to obtain one prior to the first day of the clinical rotation.

OR
 - c. Complete a Quantiferon Gold test.

AND
 - d. Submit certification from a healthcare provider that the student is currently free of the signs and symptoms of active tuberculosis. This certification must be renewed every 6 months.
2. Students found to have positive TB results while completing pre-clinical screening requirements for DePaul University must complete the following prior to the first day of the clinical rotation:
 - a. Obtain a chest x-ray and submit the results.

- b. Submit certification from a healthcare provider that the student is currently free of the signs and symptoms of active tuberculosis. This certification must be renewed every 6 months. If the student shows signs and symptoms of active tuberculosis during the provider evaluation, the student may not begin the clinical rotation until documentation of a completed course of prophylactic therapy and certification of currently being free of the signs and symptoms of active tuberculosis has been completed.

Tetanus, Diphtheria, and Pertussis (Tdap) Immunization

Upload proof of immunization from within the last 10 years.

From Student Handbook:

Tetanus-Diphtheria-Pertussis Booster: Must be within the last 10 years. Documentation can be in the form of a signed immunization card or statement from your healthcare provider or health department that documents the date the tetanus booster or Tdap were administered. Please note that a tetanus booster alone is not adequate and you must demonstrate immunization for diphtheria and pertussis within past 10 years.

CPR Certification

Upload proof of CPR Certification. American Heart Association (AHA) Basic Life Support (BLS) certification is the only form accepted. Basic CPR classes offered to non-medical individuals are NOT acceptable. Not sure where to find appropriate CPR courses? [Click here.](#)

From Student Handbook:

Current American Heart Association (AHA) certification in Basic Life Support (BLS) for Healthcare Provider is required for all entering and current students. Only the AHA certification will be accepted.

Content covered in AHA BLS class:

- Critical concepts of high-quality CPR
- The American Heart Association Chain of Survival
- 1-Rescuer CPR and AED for adult, child and infant
- 2-Rescuer CPR and AED for adult, child and infant
- Differences between adult, child and infant rescue techniques
- Bag-mask techniques for adult, child and infant
- Rescue breathing for adult, child and infant
- Relief of choking for adult, child and infant
- CPR with an advanced airway

Proof of Health Insurance

Upload proof of personal health insurance. The name on the document must match the student's name. If you receive health insurance as a dependent on another's plan, you may need to contact your health insurance provider to obtain the proper document.

From Student Handbook:

All nursing students must submit proof of continuous comprehensive health insurance on a yearly basis. Please note that the name on the health insurance must match the student's name.

Influenza Vaccination

Upload proof of the current season's influenza vaccination which includes the lot number of the vaccination. Note that flu shots are typically released in late August or early September. Based on the release date, the due date for this requirement may vary.

From Student Handbook:

Yearly influenza vaccine is required. Incoming MENP students will receive Standard Precautions/Universal Precautions Training as part of their initial coursework.

Professional Liability Insurance

Upload policy form as proof of professional liability insurance. Plans can be purchased through the [Nurses Service Organization \(NSO\)](#). See below for minimal coverage limits.

From Student Handbook:

Each MENP and BSN completion student must obtain their own student nursing professional liability insurance policy against claims arising from real or alleged errors or omissions. Their policy must have minimal limits of coverage of \$1,000,000 PER claim and \$5,000,000 aggregate. This insurance must be renewed annually.

Student Handbook Acknowledgement

Download and review the [Student Handbook](#). Sign the acknowledgment found on page 2, then upload to www.castlebranch.com.

HIPPA/FERPA Authorization

Download HIPAA/FERPA authorization form from www.castlebranch.com, sign, and upload. Failure to complete this form may impact your ability to attend clinical sites.

From Student Handbook:

A signed HIPAA-FERPA authorization must be uploaded to Castle Branch by the start of the first quarter. This form must be signed in order for the School of Nursing to release any student health information related to clinical requirements to clinical sites.

Bloodborne Pathogens Exposure Training

Complete Bloodborne Pathogens Exposure training by reviewing the PowerPoint training document at go.depaul.edu/bbp, then taking the 10 question quiz found on the same website. 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.

From Student Handbook:

Blood Borne Pathogens Exposure training must be completed online prior to the first clinical day. The training can be found at go.depaul.edu/bbp.

Acknowledgement of Mandated Reporter Status

Download acknowledgement form from www.castlebranch.com, sign, and upload.

From Student Handbook:

A signed Acknowledgement of Mandated Report Status must be uploaded to Castle Branch, indicating that the student understands that while in the clinical setting, the student becomes a mandated reporter under the Abused and Neglected Child Reporting Act.

University Requirements

Immunization requirements for DePaul University are NOT the same as those for the School of Nursing. Illinois state law mandates that DePaul University collect immunization records for the following:

- a) Tetanus/Diphtheria
- b) Measles (Rubeola)
- c) Mumps
- d) Rubella

The requirement is for immunization only. You must upload this proof separately, by following the directions on [this website](#). Failure to complete this requirement will prevent you from registering for classes in future quarters.

Frequently Asked Questions

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 are a student. See the first page of this guide for contact information.

Why do I need a titer?

Some people have lost their immunity to the vaccinations they were given, or did not mount enough of an immune response to the immunizations they received. This would mean you can still be vulnerable to acquiring a disease and then in turn, have the potential to pass it on to patients you come in contact with. The recommendations of the Centers for Disease Control and Prevention (CDC) form the basis of our titer guidelines.

How recent must titers be?

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

Where can I order bloodwork/immunizations/tests?

See a list of suggested sites at the bottom of this website:

<http://csh.depaul.edu/departments/nursing/health-requirements/Pages/default.aspx>

Help! My titer came back negative and classes start soon!

Don't panic. This is not uncommon. If you are able to restart the immunization series, and document each shot along the way, this will not hold you back from starting clinicals. Contact the Compliance Officer as soon as possible to discuss the timeline.