Clinical Compliance

Getting Started

In order to attend clinical experiences, you must maintain clinical compliance throughout your time in the Polysomnography Program. Clinical compliance documentation, including health, immunization, insurance, background check, CPR certification, and drug screening information, must be submitted, stored, & updated with our clinical compliance company, CastleBranch.

1. Access the CastleBranch website: http://mycb.castlebranch.com
2. Create an account and purchase the following package code: **DN64**. Your package cost should total $182.00.
3. Follow CastleBranch's instructions on how to upload, submit, & update documentation for review. **Note: Documentation review can take several days. Always make sure to monitor your compliance status, upcoming due dates, and submit documentation as soon as possible. Make sure to submit new documentation <u>before</u> your current documentation expires.**

Medical Documentation Requirements

In order for your documentation to be approved, it must be filled out **completely** and clearly show the following details. **Note: incomplete or illegible documents will not be approved.**

1. Student name (first and last)
2. Service/procedure name (immunization, physical report, titer result, etc.)
3. Date of service/procedure
4. Typed or stamped name of healthcare provider; official letterhead is also acceptable
5. Provider signature/stamp (if applicable)
6. Results of titer (for titer documentation only): immune, not immune, reactive, non-reactive, positive, negative, equivocal, quantitative value
   a. If results only show a quantitative value, the value must be within the reference/normal range

☐MMR (Measles, Mumps and Rubella)

Required: documentation showing positive titers for Measles, Mumps, and Rubella. **Note:** all positive titers must be dated within the past 12 months prior to program start.

1. If you have never received an MMR vaccination in the past, skip Step 2 and go on to Steps 3-5 *(see below)*.
2. If you have been vaccinated for MMR in the past, obtain titers for the following diseases:
    a. Measles
    b. Mumps
    c. Rubella

   If all three titers are **positive**, upload documentation to your CastleBranch account for review. You are fully compliant.

   If **any** of the three titers are **not positive**, go on to Steps 3-5 *(see below):*
3. Receive 1st dose of MMR vaccine. Upload documentation to your CastleBranch account for review. You will be temporarily compliant for 1 month.
4. After 1 month, receive 2nd dose of MMR vaccine. Upload documentation to your CastleBranch account for review. You will be temporarily compliant for 1 month.
5. After 1 month, obtain a titer for any of the non-positive titers from Step 2. Upload documentation to your CastleBranch account for review. You are now fully compliant.

You must have positive titers for Measles, Mumps, and Rubella dated within the past 12 months prior to program start in order to attend clinical.

Refer to the CDC website for more information.

☐Varicella

Required: documentation showing a positive titer for Varicella. **Note:** all positive titers must be dated within the past 12 months prior to program start.

1. If you have never received a Varicella vaccination in the past or had Varicella (Chicken Pox), skip Step 2 and go on to Steps 3-5 *(see below)*.
2. If you have received a Varicella vaccination in the past or had Varicella (Chicken Pox), obtain titer for Varicella.
   If the titer is **positive**, upload documentation to your CastleBranch account for review. You are compliant.
   If the titer is **not positive**, go on to Steps 3-5 *(see below):*
3. Receive 1st dose of Varicella vaccine. Upload documentation to your CastleBranch account for review. You will be temporarily compliant for 1 month.
4. After 1 month, receive 2nd dose of Varicella vaccine. Upload documentation to your CastleBranch account for review. You will be temporarily compliant for 1 month.
5. After 1 month, obtain a titer for Varicella. Upload documentation to your CastleBranch account for review. You are fully compliant.

You must have a positive titer for Varicella dated within the past 12 months prior to program start in order to attend clinical.

Refer to the CDC website for more information.

☐Hepatitis B

Required: documentation showing a positive/reactive titer for Hepatitis B. **Note:** all positive/reactive titers must be dated within the past 12 months prior to program start.

1. If you have never received a Hepatitis B vaccination in the past, skip Step 2 and go on to Steps 3-6 *(see below)*.
2. If you have received a Hepatitis B vaccination in the past, obtain titer for Hepatitis B.
   If the titer is **positive** or **reactive**, upload documentation to your CastleBranch account for review. You are fully compliant.
   If the titer is **not positive**, go on to Steps 3-6 *(see below):*
3. Receive 1st dose of Hepatitis B vaccine. Upload documentation to your CastleBranch account for review. You will be temporarily compliant for 1 month.
4. After 1 month, receive 2nd dose of Hepatitis B vaccine. Upload documentation to your CastleBranch account for review. You will be temporarily compliant for 5 months.
5. After 5 months, receive 3rd dose of Hepatitis B vaccine. Upload documentation to your CastleBranch account for review. You will be temporarily compliant for 1 month.
6. After 1 month, obtain a titer for Hepatitis B. Upload documentation to your CastleBranch account for review. You are fully compliant.

You must have a positive/reactive titer for Hepatitis B dated within the past 12 months prior to program start in order to attend clinical.

Refer to the CDC website for more information.

☐Tuberculosis

Required: documentation showing a) two annual PPDs or b) a 2-step PPD series or c) a QuantiFERON Gold Test or T-Spot Test or d) a chest x-ray and TB questionnaire; all results must show that you do not have Tuberculosis. **Note:** all initial documentation must be dated within the past 12 months prior to your first clinical experience.

Option A - If you have a history of negative PPDs:	Option B - If you have not previously had a PPD test:	Option C - QuantiFERON Gold Test or T-Spot Test	Option D - If you have a history of positive PPD tests:
Upload results documentation of 2 annual PPDs to your CastleBranch account for review. Both PPDs must show negative results. Both PPDs must be dated within 12 months of each other. The newest PPD must be dated within the past 12 months prior to the start of your first clinical experience. **Expires annually.**	Obtain a 2-step PPD series and upload results documentation to your CastleBranch account for review. The two tests must show negative results. The two tests must be dated within 1-4 weeks of each other. The newest test must be dated within the past 12 months prior to the start of your first clinical experience. **Expires annually.**	Obtain a QuantiFERON Gold Test or a T-Spot Test and upload results documentation to your CastleBranch account for review. The test must show negative results. **Expires annually.**	Obtain a chest x-ray and upload results to your CastleBranch account for review. Complete TB questionnaire and upload documentation to your CastleBranch account for review. The x-ray must show negative results **Expires annually.**

You must have a negative Tuberculosis screening dated within the past 12 months prior to your first clinical experience in order to attend clinical.

Refer to the CDC website for more information.

☐Tdap (Tetanus, Diphtheria, and Pertussis)

Required: documentation showing a **Tdap** vaccination dated within the past 10 years prior to program start. **Note: other vaccine types or titers for tetanus, diphtheria, and/or pertussis are not acceptable.**

1. Upload documentation of your Tdap vaccination to your CastleBranch account for review.

Refer to the CDC website for more information.

☐Influenza

Required: documentation showing an influenza vaccination for the current flu season (must be submitted by October 1st each year).

1. Receive an influenza vaccination for the current flu season on or after August 1st. Upload documentation of your current influenza vaccination to your CastleBranch account for review. **Expires every year on August 1st.**

Refer to the CDC website for more information.

☐CPR Certification

Required: documentation showing a current American Heart Association BLS for Healthcare Providers CPR Certification.

1. Obtain American Heart Association BLS for Healthcare Providers CPR Certification and upload documentation to your CastleBranch account for review. **Expires every 2 years from date of certification.**

☐Health Insurance

Required: documentation showing current enrollment in major medical health insurance plan dated within the past 6 months prior to program start; coverage must be maintained while in the program. **Note:** cost sharing plans, discount plans, etc. are not acceptable.

1. Obtain major medical health insurance coverage and upload documentation to your CastleBranch account for review. Documentation can be a proof of coverage statement, a letter of coverage, a screenshot of your online insurance portal, and/or an explanation of benefits statement. Documentation **cannot** be a health insurance card. **Expiration annually.**

☐Physical Exam/Health History

Required: TESU Physical & Health History Form; form & physical exam must be completed by a healthcare provider within 6 months prior to the start of your first clinical experience.

1. Download and print the specified form from your account on the CastleBranch website.
2. Set up an appointment for a physical exam/health history with your healthcare provider. Have your healthcare provider complete the physical exam/health history and **all sections** of the form (all questions must be answered).
3. Upload the completed form to your CastleBranch account for review.

Once your form has been approved by CastleBranch, you will be compliant for 1 year. **Before** your physical exam/health history form expires, you will need to have your healthcare provider complete a new physical exam/health history and a new form.

☐Professional Liability Insurance

Required: documentation showing current professional liability insurance (minimum: $1,000,000 individual and $3,000,000 aggregate); coverage must be maintained while in the program.

1. Obtain professional liability insurance coverage and upload documentation to your CastleBranch account for review. Documentation can be a proof of coverage statement or a letter of coverage.

☐COVID-19

Required: documentation showing full COVID-19 vaccination (including boosters).

1. Complete a COVID-19 vaccination series (Johnson & Johnson, Moderna, or Pfizer) and booster vaccinations (once eligible). Upload documentation of full vaccination series to your CastleBranch account for review.

Refer to the CDC website for more information.

☐ FIT Testing

Required: documentation showing a completed FIT Testing. **Note:** all initial documentation must be dated within the past 6 months prior to your first clinical experience.

1. Register for FIT Testing with WorkNet Occupational Medicine.
2. Complete pre-screen forms & bring forms with you to your appointment.
3. Upload documentation of completed FIT Testing to CastleBranch for review. **Expires annually.**

☐Drug Screening

Required: drug screen. **Note:** all initial documentation must be dated within the past 6 months prior to your first clinical experience.

1. Follow the directions provided by CastleBranch. **Expires annually.**

☐ Background Check

Required: one-time background check. **Note:** all initial documentation must be dated within the past 6 months prior to your first clinical experience.

1. Follow the directions provided by CastleBranch.

☐FBI Fingerprinting

Required: one-time FBI fingerprint review. **Note:** all initial documentation must be dated within the past 6 months prior to your first clinical experience.

1. Follow the directions provided by CastleBranch.

Questions?

For policy questions: please contact the W. Cary Edwards School of Nursing and Health Professions at 609-633-6460 or nursing@tesu.edu.

For procedure/website questions: please contact CastleBranch (https://discover.castlebranch.com/contact-us/).