CSULB-School of Nursing
Background Check & Health Documents for the Semester/Trimester student:

I. **Background Check.**
Review the requirement information provided by Monalisa Ward and set up a Certified Background Account using the following code:

- Go to: [www.CastleBranch.com](http://www.CastleBranch.com) and enter package code:
- LJ32bc: Background Check Only ($59.75).

II. **Health Tracker.**
After you have been assigned into the Semester or Trimester program, you will need to go back to Castle Branch website and enter package code (Cost is $17.50):

- **Semester:** We will post the code ASAP, periodically check the CSULB website
- **Trimester:** We will post the code ASAP, periodically check the CSULB website

III. **Deadlines.**
- You need to set up your background check **BEFORE** Orientation.
- You need to set up your health tracker **AFTER** Orientation.
- You need to post all documents on your health tracker by **July 16th**.

IV. **Health Documents.**
1. **QUANTITATIVE IgG Titers LAB REPORTS** -- all **must** have a numeric value -- for the following:
   - Measles
   - Mumps
   - Rubella
   - Hepatitis B
   - Varicella
   - **If the labs only say “reactive” or “immune” the document will be rejected.**
   - **Even if you had a disease, we still need the lab report as proof of immunity. You may not be immune, but permanently non-immune.**
   - **Immunization Records.** Please provide these documents **only** if you are not immune, are equivocal or your lab report is not quantitative with titer numbers. We will need your original series and your booster shot/series (MMR and Varicella: booster shot. Hep. B: booster series).
2. **Tetanus Record.** Tdap is the version needed because it has the Pertussis/Whooping Cough vaccine.
3. **Personal Health Insurance (from start to finish, you must be covered throughout the ENTIRE time in the program).**
   - **If you do not have insurance:** If you haven’t already, you must start the process of signing up for health insurance immediately. You are not eligible to attend clinicals without health insurance.
   - **If you are on your family spouse or another’s insurance:** if your name is not on the card, then you need to also include the policy page stating that you are covered.
You will be asked at least once to repost the card, a year from your start date (depending on the program you are in). This is your way of letting faculty know that you are still covered or have a new insurance.

If you cannot get coverage, you cannot participate in the program. This is for your protection as well as ours. As careful as we all want/try to be, slips, falls, needle pricks and other unforeseen accidents occasionally will happen. Exposure to whooping cough, strep throat, meningitis and other communicable diseases is a potential part of the daily life of a nursing student.

4. **Bi-Annual - American Heart Association CPR Healthcare Provider BLS card.**
   - **Anything** other than an AHA/BLS card will be rejected.
     - Therefore, please do not post PALS or other cards as we do not need to keep them on record.

5. **Annual - Flu shot:** (what is acceptable)
   - Post proof if you had it this year; or
   - Use a declination of flu vaccine only if you are *truly* allergic or have another *solid* medical reason.
     - Proof from your doctor is mandatory.
   - Information for incoming fall students only: use a missing document form if you didn’t get one earlier this year and then get it next mid-Autumn term (October 15).

6. **Annual - Tuberculosis PPD or Recent Chest X-Ray:**
   - **Initial Two-Step.**
     - 1*st* shot: given & read w/in 48 hours.
       - Wait at least a week & no more than a month.
     - 2*nd* shot: given & read w/in 48 hours.
     - **Quantiferon “Gold” test:** if you get this version, then we will need last year’s test as well as this year’s on record as certain hospitals may need this information.
     - Every year thereafter: Students will only need an annual 1-step while in the program.
   - **Positive PPD.** If you have your original PPD documentation, or proof of vaccination, please provide it on your tracker along with a copy of your X-Ray summary. For SoN purposes, a chest x-ray is good for four years.
     - **Note:** Some facilities may require a more recent x-ray. We will notify you if/when one is needed.

7. **Annual - Malpractice Certificate.** Go to www.nso.com & obtain one as a RN student. Please post it by or before the deadline date, but set the start date for August 22nd.
   - **Only the Certificate will be accepted.** Applications and payment receipts will not be accepted.

8. **Miscellaneous:**
➢ **CPI.** Place a missing document form in this section as we will assign a
due date for each cohort students are placed in.

➢ **#2 Physical and Auto Insurance.** Place a missing document form in
this section & we will assign a due date for each cohort students are in.

➢ **If you see a section for an RN license, you are in the wrong tracker!**
Contact Castle Branch immediately and have them correct this accident.

V. **Deadline Dates for the Following Year.**
For the most part, once you have posted a document, it will be permanently
approved. However, there are annual requirements. Organizing the health
documentation for nearly 500 students can be a rather complex business. Apart
from students’ needs, there are also hospital/legal/insurance/BRN/faculty
requirements. Therefore, please follow the deadline dates set by the School of
Nursing, rather than what is listed on your personal documentation.

For the curious, we run on four set dates for students to turn documents in **before**
each semester begins. They are as follows:

  - **Fall:** July 16
  - **Spring:** November 26
  - **Summer:** April 22
  - **Flu Season:** October 15

So, for example, a student can predict that if s/he is taking N402 in the Fall, then the
deadline to turn in the #2 Physical and Auto Insurance would be by July 16th.

And all students graduating in December will still need the flu shot in October.

Hope this information helps!