CSULB - School of Nursing
Background Check/Health Documents for the Semester and Trimester student.

I. **Ordering online background check and medical document manager (aka, health tracker)**

You will be going to various hospitals/clinical sites throughout your time at CSULB School of Nursing. **All locations** require that we have certain information on you: namely a thorough background check and health documentation. Therefore, in order to participate in the program, we need you to do the following:

1. Before Orientation, go to a website called Castlebranch and first order your **Background Check**: [https://portal.castlebranch.com/LJ05/package-selection](https://portal.castlebranch.com/LJ05/package-selection)
   - a. Click on “Please Select,” Background Check Only (CB76BC: Background Check)
   - b. Current cost (as of 4.13.18): $59.75

2. After Orientation, you will know which program you will be participating in (Semester/Trimester). Go back to the website above and order the Medical Document Manager.
   - a. Current cost (as of 4.13.18) $35.00
3. Start compiling the below required documents.

II. **Health Tracker Requirements:**

1. **Quantitative IgG Titer Lab Reports (has a numeric value) for the following:**
   - ➢ MMR (Measles, Mumps and Rubella).
   - ➢ Hepatitis B.
   - ➢ Varicella (Chicken Pox).

   ***Even if you had the disease, we still need proof of immunity***

Quantitative Titer Results with Numeric Value – if it does not have a numeric value, it will be rejected. Reactive/Non-Reactive is not acceptable as many hospitals will ask for this information and not accept students who do not provide it. See Titer and Vaccination Explanation handout.

Vaccination records. Quantitative Titer Results are mandatory and more important, but we need the vaccine records in case you are in progress, equivocal, or non-immune. These will verify that you are doing/did everything to protect yourself.

If your initial titers come back equivocal or negative: go get a booster shot for the disease and a 2nd titer (Hep B: you may be required to complete the series and get a 3rd titer lab report if the booster shot comes back negative).
2. **Flu Shot:** Flu season is usually November to March for most sites. Failure to get a flu shot may result in either your needing to wear a mask for your entire time at clinicals -OR- know that hospitals have the right to refuse students who do not comply with their requirements.

First semester Spring entry students only: if you missed fall’s flu shot and cannot find a pharmacy that provides it, then leave the section blank and get one by **November 10th**.

If you simply cannot get a flu shot for medical reasons, then we will need a note from your doctor.

3. **Tuberculosis: Quanteferon, Annual - 2 Step TB test or Chest X-Ray.**
   - **PPD:**
     - **If you have never had a PPD exam before:** When you enter the program, you will need to have a 2-step TB. *This is a two shot/ two reading requirement.* Here’s what you must do: have the first shot. Then, you will need to wait 48 hours between shot and the reading. Next, between the 1st shot and 2nd shot, you need wait at least one week AND no later than a month. Anything else will be rejected.
     - **If you have had PPD’s before:** You can post this year’s and last year’s as long as they are within a year of each other. With each year thereafter, you will need to follow-up with the standard one shot/reading.
     - **Quanteferon:** You can get a Quanteferon, but we will need to either have you (a) get a 2nd exam or (b) post last year’s Quanteferon as well. With each year thereafter, you will need to follow-up with the standard one shot/reading.
     - **Positive PPD or Immunized?** Please fill out the CDC form so that we have it on record AND provide 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.

4. **Annual – BLS CPR Card.** While in the program, you will need a current BLS/CPR card. It is valid for two years. This must be American Heart Association certified for the health care professional. Please sign and copy both sides of the card. This requirement also needs to be continuous for your time in this class. If it expires during the course of the class, students are responsible for uploading, attaching and combining new to old CPR card.

5. **Physical Exam #1.** Head to toe physical is required before starting the program. If the physician, PA or NP examining you deems that you need certain
restrictions/limitations, or if you need to see a specialist for anything, you are required to also provide a note explaining these requirements in detail.

If you are a current CSULB student, you can access SHS. If you are not and do not currently have health insurance, try your current Community College, CVS Minute Clinic or Google the city of residence to find information about low-income clinics in the area.

- A second physical exam is required before taking 402-Community Health.

6. Annual - Personal Health Insurance. While in the program, you must have insurance beyond the insurance you receive through SHS, as it does not cover you while in clinicals. United Health Care is posted on our website, but other lower cost insurance include Anthem Blue Shield, Kaiser, or students should Google their county of residence to see if you qualify for low-income insurance that is provided through the State of California. If you are a student with International Health Care Coverage (i.e., France or Germany), you may be asked and required to provide translation of coverage details.

- You will be required to post insurance again in a year’s time. If you have the same documentation, just repost the form. However, this is your time to post any new information, such as a new card or notification that you have a new insurance.

- If you change programs halfway through the year, please notify the SoN Administrative Assistant who manages the documents.

7. Annual - Malpractice Insurance. You must have insurance coverage while in the program. This does not have to be done through the Nurses Service Organization www.nso.com, but you must have similar coverage (Student Nurse - $1,000,000/ $6,000,000).

- RN-BSN students: if you go through NSO to order your insurance, you will order it as a professional nurse as you already received your ADN degree. Then you will need to call the company up (toll free number is on the website) to let them know you are a nursing student. They will also add this coverage for free.

8. Miscellaneous

- Please upload your California Driver’s License. Leave blank if you do not have your CDL yet, but know that you will need to post it before the start of 402-Community Health

- CPI (Crisis Prevention and Intervention workshop certificate). This is a mandatory requirement for 340-Psych/Mental Health. For incoming students, they need to leave blank for now. More detailed information will be provided once the semester has started.

- Auto Insurance. Upload these requirements the semester before you enter 402-CH. This requirement needs to be continuous for your time in this class. If it expires anytime during the semester, students are responsible for
uploading, attaching and combining new to old insurance. Failure to comply will result in inability continue participating in the clinical setting.

III. **Deadline dates for incoming and current students.**
For the most part, once you have posted a document, it will be permanently approved. However, there are “annual” requirements or requirements due for certain classes.

Organizing nearly 500 students in three programs can be a rather complex business. Apart from the 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 necessarily on your health documentation.

We run on four set dates for students to turn documents in. They are as follows:

- **Fall:** July 16
- **Spring:** November 22
- **Summer:** April 22
- **Flu Season:** November 10