Clinical Documentation Requirements

SAN JOSÉ STATE UNIVERSITY

The Valley Foundation School of Nursing
Questions

Please contact:
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Castle Branch Compliance Coordinator
Dominique.Teaford@sjsu.edu
Need tech support?

STILL NEED HELP WITH myCB?
Chat with us through your myCB account or call our User Experience Specialists at 888.723.4263.

https://discover.castlebranch.com/contact-us/
Castle Branch Student Tracker

Please log on to the Castle Branch (CB) website:

https://portal.castlebranch.com/NU12

Use the Information Sheet provided by the School of Nursing (SON) to register for your package.

- Incoming Semester 1 students: NU13
- Incoming Bridge Students: NU14
- Graduate: NU36 Select the package for Educator or FNP

New Student Packages = $120.00

- Includes: Drug Screen / Background Check/ Compliance Tracker
- Deadlines to submit documentation will be given in the Instruction Sheet.
- Flu shots due Oct 1st. Renewal deadlines occur prior to each semester & currently are Jan 1 & Aug 1 to prevent items from expiring mid-semester.
Entrance Requirements

**Drug Screening**
- Follow instructions on CB website for submitting a urine sample for drug testing.
- Drug screening is done at the beginning of the program, you may need to update screening per hospital site requirements – clinical instructors will advise at orientation.

**Background Checks**
- Follow instructions on CB to initiate the background check.
- May need to update your background clearance per hospital site requirements during the program.

***Notify the Director of the Nursing Program if you have concerns when doing your initial background check. You must also notify the Director of the Nursing Program and the Castle Branch Compliance Coordinator immediately if there are any changes to your drug screen, background check, or drivers license status.
The Affordable Care Act mandates that all citizens have qualified medical insurance.

Go to Covered California website for details if you do not have insurance

www.coveredca.com

Provide a copy of your Health Insurance card

Your name must be on the card – or support documentation is needed.

Upload new cards when changes in coverage occur.

Insurance must include 24/7 hospital stay and emergency room coverage.
Health Statement (HS)

- Download form from CastleBranch or this link
  https://www.sjsu.edu/nursing/docs/2018%20health%20Statement.docx
- The health statement must be signed by your primary care provider.
- This form is a statement of your health status and clears you for participation in clinical.

Change in status, please notify: Castle Branch Compliance Coordinator

To return to coursework an updated, signed health statement form is required.

Changes to health status include:
Injury, mental health concern, surgery, vision & hearing changes
Cardio-Pulmonary Resuscitation (CPR)

CPR is required **annually**

All nursing students (including RN-BSN students) need to have **annual** renewal of CPR training.

**Obtain Certification Between during breaks**

Dec 10 to Dec 31 or in June or July

CPR **can not expire** during the semester

**Castle Branch Requirements:**

Must be an American Heart Association (AHA) CPR course

Basic Life Support (BLS) for Healthcare Professionals and this includes Infant, Child & Adult and AED training (BLS)

**No online classes are accepted.**
CPR course must be taken with an American Heart Association (AHA) approved course provider.

This will be indicated on the back of the card or front of the e-card. Please confirm you have the right course when booking.

You may receive a card that looks like this with an issue date and expiration date. The cards are issued for 2 year periods. All students, while in nursing school, must renew CPR certification every year.
CPR

E-cards are now being issued by many agencies.
Advanced Placement / Graduate Students

*RN to BSN Students & Graduate Students Only

❖ If you have a current ACLS and PALS Certification that does not expire during the academic year – you may use those certification instead of Basic Life Support (BLS). You need to have both.

❖ Must be taken with an American Heart Association (AHA) approved course provider.

Castle Branch Requirements:

❖ They can not expire during the semester

❖ RN to BSN program- You have to renew annually while in the school of nursing.
Fit Testing

❖ Fit testing (respiratory mask fitting) **may** be required by your clinical agency.

❖ Please check with the SON office for information on scheduling a fit test.

❖ Valid for 1 year or two semesters.
Flu Shots

Due by October 1\textsuperscript{st}

- Usually available between late August thru Sept.

- Declination form: [https://www.sjsu.edu/nursing/docs/2018%20Flu%20Immunization%20Declination%20Form.docx](https://www.sjsu.edu/nursing/docs/2018%20Flu%20Immunization%20Declination%20Form.docx)

- Flu shots are valid from the date of shot until June 1 the following year.

- Hospital policies regarding declination of the flu shot require students to wear masks while on site.
Quantiferon Tuberculosis Test

❖ Due Yearly and obtain during the breaks Dec 10-Dec 31; Or June or July

❖ Must not expire during the semester or while in the clinical setting.

❖ Upload lab results to Castle Branch.

❖ We do not accept Tuberculin Skin Testing (TST).
History of a Positive TB

❖ No Quantiferon Blood Test- instead the following requirements are needed:

1. **Chest x-ray** within 12 months of starting the nursing program.
2. **TB Assessment** form
   
   [https://www.sjsu.edu/nursing/docs/TB_annual_questionnaire.pdf](https://www.sjsu.edu/nursing/docs/TB_annual_questionnaire.pdf)

Needs to be filled out by your primary care provider.

**RENEWAL:** annually you will submit a TB Assessment form only.
Vaccinations
Positive titers (preferred)

**Measles, Mumps, & Rubella**
- MMR
- Positive titer
- or
- 2 previous vaccinations

**Hepatitis B**
- Reactive Titer Required
- and
- 3 previous vaccinations

**Varicella**
- Chicken Pox
- Positive titer
- or
- 2 previous vaccinations

**Non Reactive titers**
- Booster vaccinations*
- Re-titer is required 4 weeks after the last booster

*Note: Hep B series may take up to 6 months to revaccinate
Are you immune? (Titers)

➢ Measles, Mumps and Rubella (MMR)

➢ Varicella (Chicken pox)

➢ Hepatitis B

Requires blood draw

Copy of lab results uploaded to CastleBranch

Refer to Grid for course of action if titers are not Reactive – or Positive

THIS IS A BLOOD TEST TO SEE IF YOU STILL HAVE IMMUNITY FROM EARLIER VACCINATIONS

TITERS ARE NOT VACCINATIONS
### Vaccination Requirements

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Requirements</th>
<th>Titer</th>
<th>Follow up for Negative or Borderline immunity:</th>
</tr>
</thead>
</table>
| **Hep B**   | Proof of (3) vaccinations and (+) Titer | Reactive No further action required or Non-reactive → → → | Non Reactive titer –  
• Proof of (3) previous vaccinations is required & revaccinate entire series of (3) vaccinations (or PCP recommendations) & re-titer after 4 weeks (or PCP recommendations)  
Re-titer Reactive – no further action required  
Re-titer Non Reactive – No further action required |
| **MMR**     | Proof of (2) vaccinations after 2 years of age at least 28 days apart or (+) Titer | (+) Positive titer -  
No further action required | Negative titer –  
• Proof of (2) MMR vaccinations in childhood are required &  
(1 or 2) MMR vaccination booster(s) should be obtained (or PCP recommendation)  
• No re-titer is required |
| **Varicella** | Proof of (2) vaccinations or (+) titer | (+) Positive titer -  
No further action required | Negative titer –  
• Proof of (2) previous vaccinations & (1 or 2) Varicella booster(s) (or PCP recommendations), & No re-titer is required |
| **Tdap**    | Proof of current vaccination Tdap must be within 10 years after age 19 | None | Td Every 10 years booster unless outbreak occurs. |
| **TB Screening** | Quantiferon Blood Test | RESULTS  
Negative results – no further action required | Positive results –  
• Obtain chest x-ray & TB Assessment signed by PCP for clearance.  
Annual TB Assessment required yearly (not testing required) |

TABLE ADAPTED FROM THE CDC’S IMMUNIZATION REQUIREMENTS FOR HEALTHCARE PROVIDERS
Proof of Vaccination Tdap

❖ Copy of your yellow immunization or immigration card

❖ Tdap (after 19 years old)
❖ Td booster every 10 years thereafter*

*Requirements are subject to change when a community outbreak occurs.
NSO Liability (Malpractice) Insurance

• Please go to the following link for information on obtaining NSO liability insurance:

https://www.sjsu.edu/nursing/docs/NSO%20Malpractice%20Notice%202015.pdf

• Insurance must be renewed annually and should not expire during the academic year.

• The Certificate of Insurance is uploaded to CastleBranch.
CastleBranch COVID Package

Please go to Castle Branch (CB) website:

https://discover.castlebranch.com/

Select “Place Order” & use the information sheet provided by the School of Nursing (SON) to register for your package.

- BSN Program: **NU13cbwc**

- Advanced Placement RN to BSN Program: **NU14cbwc**
CastleBranch COVID Package

The **required components** in the CB COVID tracker are:

1) Exposure Attestation
2) Symptoms Questionnaire
3) Handwashing training & Education Questionnaire
COVID Clearance

For entry to clinicals you must provide the following to your clinical instructor:

1) Current Castle Branch Compliance Summary

2) COVID Attestation form- Complete after doing the COVID tracker items required above.
   [https://www.sjsu.edu/nursing/docs/COVID%20Compliance%20Attestation%20Form_08072020.docx](https://www.sjsu.edu/nursing/docs/COVID%20Compliance%20Attestation%20Form_08072020.docx)

3) Copy of your negative PCR COVID test result
COVID Testing

All students will be required to have a COVID test prior to clinical.

- VMC & OCH students have to show results within 14 day of the clinical start date.
- ECH students have to show results within 30 day of the clinical start date.

Testing Options:
1. Contact your Health Care Provider for testing
2. Make an appointment with a county site
3. Go to a pop-up site
4. Drive thru testing by appt only (see link) [https://www.scvmc.org/patients-and-visitors/for-patients/Pages/covid-19-testing.aspx](https://www.scvmc.org/patients-and-visitors/for-patients/Pages/covid-19-testing.aspx)
COVID Testing

Additional resources for COVID testing can be found on the SON website:

https://www.sjsu.edu/nursing/docs/COVID-19%20Testing%20Resources_08072020.docx

COVID TESTING CLARIFICATION

All students will need to be COVID tested - information was provided on locations and type of testing needed. All of the clinical groups have different start days - so please contact your clinical instructor for specific information related to timing of testing.
Questions

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Castle Branch Compliance Coordinator

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Updated January, 2021

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