

# MSN

THOMAS EDISON  
STATE UNIVERSITY



CLINICAL COMPLIANCE

W. CARY EDWARDS SCHOOL OF NURSING  
AND HEALTH PROFESSIONS

**MSN**

STUDY WITH THE LEADER  
IN ONLINE EDUCATION.

## Getting Started

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In order to attend clinical experiences, you must maintain clinical compliance throughout your time in the Master of Nursing (MSN) Program. Clinical compliance documentation must be submitted, stored, and updated with our clinical compliance company, CastleBranch.

1. Access the CastleBranch website: <https://mycb.castlebranch.com>
2. Create an account and purchase the following package code: **HZ18**
3. Follow CastleBranch's instructions on how to upload, submit, and 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 before your current documentation expires.**

## Documentation Requirements

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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. Full name of student
2. Document/service/procedure name (immunization, physical report, titer result, insurance letter, etc.)
3. Date of service/procedure/coverage
4. Type or stamped name of healthcare provider or company; official letterhead is also acceptable
5. Signature/stamp of healthcare provider or company (if applicable)
6. Health test/screening/titer results (if applicable): 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

# Background Check

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**Required:** background check. **Note:** date of background check must be within 12 months prior to practicum start.

1. Follow the directions provided by CastleBranch.

# COVID-19

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**Required:** documentation showing full COVID-19 vaccination as per CDC guidelines.

1. Upload documentation of immunization with 1 updated (Bivalent) Pfizer-BioNTech or Moderna COVID-19 vaccine to your CastleBranch account for review.

# CPR Certification

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**Required:** documentation showing a current American Heart Association Healthcare Provider CPR Certification.

1. Obtain American Heart Association Healthcare Provider CPR Certification. Upload documentation to your CastleBranch account for review.

# Drug Screening

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**Required:** drug screen. **Note:** date of drug screen must be within 12 months prior to practicum start.

1. Follow the directions provided by CastleBranch.

# FBI Fingerprinting

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**Required:** FBI fingerprint review. **Note:** date of fingerprinting must be within 12 months prior to practicum start.

1. Follow the directions provided by CastleBranch.

# Hepatitis B

**Required:** documentation showing a positive antibody titer for Hepatitis B. **Note:** positive titer must be dated within the past 12 months prior to practicum 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 been vaccinated for Hepatitis B in the past, obtain a titer for Hepatitis B. If the titer is **positive**, 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 the Hepatitis B vaccine. Upload documentation to your CastleBranch account for review. You will be temporarily compliant for 1 month.
4. Receive 2nd dose of the Hepatitis B vaccine. Upload documentation to your CastleBranch account for review. You will be temporarily compliant for 5 months.
5. Receive 3rd dose of the 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 now fully compliant.



# Influenza

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**Required:** documentation showing an influenza vaccination for the current flu season; must be submitted prior to the first day of the practicum term.

1. Upload documentation of your influenza vaccination to your CastleBranch account for review.  
**Expires annually.**

## Major Medical Health Insurance

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**Required:** documentation showing current enrollment in a major medical health insurance plan.

**Note:** cost sharing plans, discount plans, etc., are not acceptable. Monthly insurance policies are acceptable.

1. Obtain major medical health insurance coverage. Upload documentation to your CastleBranch account for review. **Expires annually.**

## MMR (Measles, Mumps and Rubella)

**Required:** documentation showing positive antibody titers for Measles, Mumps, and Rubella.

**Note:** all positive titers must be dated within the past 12 months prior to practicum start.

1. If you have never received an MMR vaccination in the past, skip Step 2 and go on to Steps 3-4 (*see below*).
2. If you have been vaccinated for MMR in the past, obtain titers for the following diseases. 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 3-4 (*see below*).
  - Measles
  - Mumps
  - Rubella
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, 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.

# Physical Exam

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**Required:** a physical exam completed by a healthcare provider. **Note:** physical exam must be completed within 12 months prior to practicum start.

1. Obtain a physical exam from your healthcare provider. Upload documentation to your CastleBranch account for review. **Expires annually.**

# Professional Liability

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**Required:** coverage letter showing current professional liability insurance. **Note:** coverage limits may change based on practicum facility requirements.

1. Obtain professional liability insurance. Upload documentation of your coverage letter to your CastleBranch account for review.

# Professional License

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**Required:** documentation showing current professional license.

1. Upload documentation of your current professional license to your CastleBranch account for review.

# Tuberculosis

**Required:** documentation showing a) a QuantiFERON Gold Test or T-Spot Test or b) a chest x-ray or c) physician clearance following positive results. **Note:** results documentation must be dated within the past 12 months prior to practicum start.

- **Option A:** Obtain a QuantiFERON gold Test or a T-Spot Test. Upload results documentation to your CastleBranch account for review. Documentation must show a negative result.
- **Option B:** Obtain a chest x-ray. Upload results documentation to your CastleBranch account for review. Documentation must show a negative result.
- **Option C:** Obtain physician clearance documented on letterhead following a positive result. Upload documentation to your CastleBranch account for review.

Repeated screenings are based on practicum facility requirements.

## Varicella

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

1. If you have never received Varicella vaccination in the past, skip Step 2 and go on to Steps 3-4 (*see below*).
2. If you have been vaccinated for Varicella in the past, obtain a titer for Varicella. If the titer is **positive**, upload documentation to your CastleBranch account for review. You are fully compliant. If the titer is **not positive**, go on to Steps 3-4 (*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, obtain a titer for Varicella. Upload documentation to your CastleBranch account for review. You are now fully compliant.



# Questions

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- For policy questions, please contact the W. Cary Edwards School of Nursing and Health Professions at 609-633-6460 or [nursing@tesu.edu](mailto:nursing@tesu.edu).
- For procedure/website questions, please contact CastleBranch (<https://discover.castlebranch.com/contact-us/>).