

Castlebranch Requirements (Students)

If you have any questions about any of the requirements below, please contact Ms. Drake at pamela.drake64@citytech.cuny.edu.

To manage student information in a manner that is compliant with HIPPA and FERPA regulations, the New York City College of Technology Nursing Program contracts the services of Castlebranch. Castlebranch is a company that manages student immunization records, medical records, and healthcare certifications needed for admission into the nursing program and documents required for clinical (hospital) placements.

Students must create a Castlebranch account, which includes a drug test, a compliance tracker, and a background check. After the account is initially set up, renewals are required for some requirements.

The following requirements may be subject to change at any time.

IMPORTANT: All documentation MUST include your full name

Requirement	Details	Additional Details
<p>Drug Test and Compliance Tracker</p> <p>1st semester student must create a drug test and Clinical Requirements Tracker account in Castlebranch.</p> <p>https://mycb.Castlebranch.com/online_submission/package_code.php</p> <p>Use this code to create the drug test and compliance tracker account: UJ95dtim</p> <p><u>Renewal</u></p> <p>Use this code to renew your drug test every semester: UJ95dt</p>	<p>Use only the approved labs listed in Castlebranch; other options are <u>unacceptable</u>.</p> <p>To find labs in your area for a drug test, you must enter your zip code in Castlebranch.</p> <p>Your drug test results will be sent directly to Castlebranch.</p>	<p>Drug test must be done within 30 days to the start of clinicals.</p> <p>The Nursing Department will provide a date range for when you must schedule your drug test.</p> <p>Do not schedule your drug test until you receive the date range from the Nursing Department.</p> <p>Drug test renewal is required every semester.</p>

<p>Background Check</p> <p>1st semester students must order a background check in Castlebranch.</p> <p>https://mycb.Castlebranch.com/online_submission/package_code.php</p> <p>Use this code to create a new background check: UJ95bg</p> <p><u>Renewal</u></p> <p>Use this code to renew your background check every year: UJ95r</p>	<p>Your background check report will be sent directly to Castlebranch.</p>	<p>Background check renewal is required annually.</p>
<p>Hepatitis B</p> <p>Hepatitis B Vaccine Declination/In Progress Form</p>	<p>Upload one of the following options:</p> <p>Completion of a 2 or 3 vaccination series and a positive antibody titer.</p> <p><u>OR</u></p> <p>A positive antibody titer without vaccinations</p> <p><u>OR</u></p> <p>A Signed Hepatitis B Declination/In Progress form available on the Nursing Department’s resource webpage.</p> <p>If the titer is negative or equivocal, a repeat vaccine series and titer are necessary.</p> <p>New prompts will be generated for each step in the process, and lab reports are required at each stage.</p>	<p>If you are in the process of receiving Hepatitis B vaccines, you may upload the "In-Progress" form. The requirement will be marked as complete.</p> <p>After completing the process, contact Castlebranch to reopen the requirement, allowing you to upload the final lab report for approval.</p>
<p>Varicella (Chicken Pox)</p>	<p>Upload a positive antibody titer.</p> <p>If the titer is negative or equivocal, a repeat vaccine series and titer are necessary.</p> <p>New prompts will be generated for each step in the process, and lab reports are required at each stage.</p>	

<p>Measles, Mumps & Rubella (MMR)</p>	<p>Upload positive antibody titer information for all <u>three</u> components.</p> <p>If the titer is negative or equivocal, a repeat vaccine series and titer are necessary.</p> <p>New prompts will be generated for each step in the process, and lab reports are required at each stage.</p>	
<p>Tuberculosis (TB) (QuantiFERON testing/PPD)</p>	<p>Upload <u>one</u> of the following options:</p> <p>Two (2) negative 1-Step skin test conducted within the past 12 months. (The two tests must be completed 1-3 weeks apart).</p> <p>New prompts will be generated for each step in the process, and lab reports are required at each stage.</p> <p><u>OR</u></p> <p>Proof of a negative QuantiFERON-TB Gold Plus or T-Spot blood test administered within the past 12 months.</p> <p><u>Renewal</u></p> <p>For renewal, one negative (1) 1-Step skin test is required</p> <p><u>OR</u></p> <p>A negative QuantiFERON Gold Blood Plus or T-Spot blood test.</p>	<p>If the test results are positive, a clear chest X-ray is required.</p> <p>If more than 12 months have passed since your chest X-ray, you must provide a physician clearance document on official letterhead and dated within the past 12 months.</p> <p>TB test renewal is required annually.</p>
<p>Influenza Flu (Seasonal Flu)</p> <p>Influenza Vaccination Documentation Form</p> <p>Physical Examination Form</p>	<p>Upload one of the following:</p> <p>The Influenza Vaccination Documentation form provided by the school</p> <p><u>OR</u></p> <p>The Physical Examination form (flu section completed) available on the Nursing Department’s resource webpage.</p>	<p>A pharmacy label sticker is accepted instead of a stamp on the Influenza Vaccination Documentation form.</p> <p>Influenza vaccine renewal is required annually.</p> <p>The renewal date will be set for 08/01 of the following flu season.</p>

	<p>The document must include your name, date you received the vaccine, the Lot #, and expiration date.</p> <p>The vaccine administrator must stamp, sign, and date the form.</p>	
<p>Tetanus, Diphtheria, & Pertussis (Tdap)</p>	<p>Upload Tdap vaccine documentation.</p> <p>Vaccine must be dated within the past 10 years.</p>	<p>Tdap renewal is required every ten years.</p>
<p>Physical Examination</p> <p>Physical Examination Form</p>	<p>Upload both completed pages of the Physical Examination Form.</p> <p>The Physical Examination form is available on the Nursing Department's resource webpage.</p> <p>The form must include your name and be signed and dated by your healthcare provider.</p>	<p>Physical examination renewal is required annually.</p>
<p>CPR/BLS Health Professional Certification</p> <p>https://cpr.heart.org/en/</p> <p>https://cpr123.com/</p>	<p>Upload certificate of completion.</p> <p>Free CPR/BLS training will be provided for 1st semester students only.</p>	<p>The course must be provided by the American Heart Association Healthcare (AHA).</p> <p>CPR/BLS renewal is required every two years.</p>
<p>Professional License</p> <p>The renewal date will be based on the expiration of licensure.</p>	<p>Upload a copy of your professional license if you are a BS Post-Licensure student.</p> <p>If your license does not include the expiration date, you must provide verification of licensure through the state website.</p>	<p>If you are NOT a BS Post-Licensure student, answer "NO," to this requirement and it will be marked as complete.</p>
<p>HIPAA</p>	<p>The Nursing Department will provide instructions on how to complete this requirement.</p>	
<p>OSHA</p> <p>OSHA</p>	<p>Review, sign, and upload the confirmation page of the Occupational Safety and Health Administration (OSHA) document.</p> <p>The Occupational Safety and Health Administration form is available on the Nursing Department's resource webpage.</p>	

Code of Conduct Code of Conduct	Review, sign, and upload the Code of Conduct form. The Code of Conduct form is available on the Nursing Department's resource webpage.	
Child Abuse Mandatory Reporting https://ocfs.ny.gov/programs/cps/mandated-reporter-training.php . If the link does not work, copy and paste it in your web browser.	Upload the Mandated Reporter Training: Identifying and Reporting Child Abuse and Maltreatment certificate of completion.	
Infection Control Infection Control Project Firstline Infection Prevention Resources ANA (nursingworld.org)	Upload two certificates of completion (The Concept of Infection Control and the Nursing Home Infection Preventionist Training Course).	
Hepatitis C Titer	Upload a Hepatitis C antibody titer documentation. The document must indicate a result.	Lab report with reference range must be uploaded as evidence.
Fire Safety Certificate Hospital Fire Safety Plan	Review, sign, and upload the Hospital Fire Safety Plan form. The Hospital Fire Safety Plan form is available on the Nursing Department's resource webpage.	
COVID-19 Vaccination	Upload COVID-19 vaccine documentation. If you received a 2-vaccine series, both doses must be submitted at the same time for approval. The documentation must include your name, DOB, the vaccine manufacturer, Lot number and the date you received the vaccine.	
COVID-19 Booster	Upload COVID-19 booster vaccine documentation.	

	The documentation must include your name, DOB, the vaccine manufacturer, Lot number and the date you received the vaccine.	
Nursing Student Handbook Acknowledgement Nursing Student Handbook - Associate Degree Program	Review the Nursing Student Handbook and confirm in Castlebranch that you have reviewed it. The Nursing Student Handbook is available on the Nursing Department's resource webpage.	
Fit Test CPR123 (516) 640-5372	Upload Fit Test certificate. You may contact CPR123 to schedule an appointment to be fit tested.	You must be fit tested with all three masks below: Honeywell DV365 N95 Aura 1860 N95 Aura 9025 N95 You may pick up the masks from the Nursing Department to bring with you to your fit test appointment. Fit test renewal is required annually.
Field and Clinical Placement Agreement Field and Clinical Placement Agreement	Review, sign, and upload the Field and Clinical Placement Agreement form. The Field and Clinical Placement form is available on the Nursing Department's resource webpage.	