

## Trinitas School of Nursing

### CLINICAL REQUIREMENTS

**NURE 132, 231, 232, 250, 260/270, 280, 290/291**

**\*If you are a re-entry or readmitted student, please refer to those specific instructions**

Please use the following information as a guide to assist you in completing your clinical requirements. All must be submitted through **CastleBranch**. **All must be completed to allow on-time registration. Documents must be uploaded by December 17<sup>th</sup>, 2021. Read carefully.**

#### **Why complete by due date, December 17, 2021?**

Students who do not complete all required clinical requirements by due date will not qualify to register on posted registration date for their course sections. Registration will be delayed until all requirements are met. Late registration limits available clinical and lecture sections.

#### **Why are the clinical requirements mandated by TSON?**

*Trinitas School of Nursing has contractual agreements with all clinical sites. These sites require all clinical requirements to be met by students prior to the start of clinical. Clinical experiences are mandatory for program completion and the success of nursing students. Unmet clinical requirements incurred by students can affect our contractual agreements and cause the contractual agreement to be forfeited.*

#### **Do I need to purchase a new tracker or package?**

You will need to purchase a **new Background Check Package** if you have not done one this calendar year, and it has been one-year since your last one.

- Select appropriate background check package, based upon state you currently reside and if you have lived outside of that state: (fee based upon selection). Choose the one that fits:
  - **IW34NJ** (live/lived in NJ only)
  - **IW34NJout** (currently live in NJ, but have lived in other states)
  - **IW34NY** (live/lived in NY only)
  - **IW34NYout** (currently live in NY, but have lived in other states)
- Place order with payment information.
- You will get a confirmation of payment.

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#### **How do I upload an updated document in my tracker?**

- Call CastleBranch to enable uploading of a new document for a specific clinical requirement if you do not see it. Please follow instructions on Castlebranch portal regarding how to upload your documents. Once you have uploaded the documents, always check they have been properly uploaded. If it is not reflected, contact Castlebranch for assistance. TSON Administration must be able to view documents.

#### **How do I know if I must renew a requirement in CastleBranch, if I see the green checkmark ?**

- The green checkmark indicates your document was approved and may be current per the document. However, students must adhere to the TSON guidelines of required documents. Acceptable requirements must not expire within the semester, you are registering for. This refers to TB results, liability insurance, and CPR. See below.

#### **How can I upload an “early renewed” document?**

- Open your CastleBranch tracker, use “live chat” option to request, “early renewal” of document. This may be required for requirements that will expire within the semester. TB results, flu vaccine, liability insurance, CPR, Attestation and Code of Conduct forms, and LPN license.

#### **I am registering for NURE 132, 231, 232, 250, 280, 290/291, which requirements do I need to update?**

##### **1. Have you completed vaccination series for Varicella, MMR, and Hepatitis B?**

- You may need to complete the series. If you need to complete the series, this must be done prior to upload cut off.
- You may need to have a titre re-drawn, consult with your Healthcare Provider (HCP).

##### **2. Tuberculosis (TB) test**

- Results must be current through end of the semester you are registering for.
- TB tests do not have an expiration date, however, must be renewed annually (i.e. if done on 12/12/2020, it must be renewed prior to 12/11/2021).

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- The Tuberculosis (TB) test may be either a Mantoux skin test (one-step) or QuantiFERON-TB Gold Blood Test or T-Spot blood test. (Lab tests required for the QuantiFERON or T-Spot blood tests)
  - If you have a positive result to any of the above methods:
    - A chest x-ray report within the past 5 years or QuantiFERON-TB Gold Blood Test is acceptable.
    - TB Questionnaire **must be done every semester**, to ensure you are asymptomatic (Download form from CastleBranch).
- TB results must be current through **May 30 for Spring semester**
- TB results must be current through **December 30 for Summer semester** (NURE 270/260)
- TB results must be current through **December 30 for Fall semester**

#### **3. Professional Liability/Malpractice Insurance Requirement.**

- Policy must cover the student for \$2 million minimum per occurrence and \$4 million aggregate and **indicate for RN Student**
- Policy must be current through **May 30 for Spring semester**
- Policy must be current through **December 30 for Summer semester** (NURE 270/260)
- Policy must be current through **December 30 for Fall semester**
- Policy must be uploaded to CastleBranch.
- **If company requests a letter regarding coverage** from Trinitas School of Nursing, please see Applications and Documents/Malpractice Letter on [https://trinitasschoolofnursing.org/misc/TSON\\_Malpractice\\_Letter.pdf](https://trinitasschoolofnursing.org/misc/TSON_Malpractice_Letter.pdf)
- Policies can be obtained through:
  - i. Pro Liability: 1.800.375.2764 or [www.proliability.com](http://www.proliability.com)
  - ii. NSO: 1.800.247.1500 or [www.nso.com](http://www.nso.com)

#### **4. Proof of BLS Provider/CPR through American Heart Association**

- American Heart Association is the only acceptable provider for the CPR requirement
- Must be valid through **May 30 for Spring semester**
- Must be valid through **December 30 for Summer semester** (270/260)
- Must be valid through **December 30 for Fall semester**
  - i. American Heart Association CPR card or electronic document

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- ii. If card is not issued yet, provide the letter of successful completion on letterhead of American Heart Association

5. See above (page 1) for **Annual Background check** for this calendar year.

6. **Flu Vaccine (For Spring Registration Only):**

- A signed declination (Waiver) for the flu vaccine ***WILL NOT*** be accepted during the Flu season by all clinical facilities.
- Flu vaccines will be due by November 12 for all students in clinical in the Fall semester.

7. **2022 TRMC Annual Mandatory Education completion, (annually within calendar year)**

- Must be completed once a calendar year
- Must upload completed transcript.
- TRMC posts revised Annual Education Program (January 3, 2022)
- Instructions to access program and create transcript  
<https://trinitasschoolofnursing.org/program-information/applications-and-documents-prospective-students/>

8. **Attestation Page**

- Must be downloaded, signed, dated, and course indicated. Re-upload to Castlebranch **every registration**

9. **Code of Conduct**

- Must be downloaded, signed, dated, and course indicated. Re-upload to Castlebranch **every registration**

10. **Fit Test Card**

- Must be renewed annually at TSON LSC
- Upload once you receive your card

11. **LPN License (If enrolled in the LPN-RN Track)**

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- A copy of your valid unencumbered unexpired LPN license must be uploaded to CastleBranch

#### **12. Fees**

- Students are responsible for all fees associated with above requirements