

**Trinitas School of Nursing**  
**Re Entry CLINICAL REQUIREMENTS**  
**FAQs**  
**Generic RN Track / LPN to RN Track**

Please use the following information as a guide to assist you in completing your re entry clinical requirements. **All must be completed to allow on-time registration. Documents must be uploaded by due date, January 14<sup>th</sup> to guarantee on-time registration. Read carefully.**

**What is CastleBranch?**

CastleBranch is a company that TSON has contracted with for students to upload their clinical requirements for approving and tracking.

**Why complete by due date,?**

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.

**How long will this process take?**

Allow for a minimum of 3 weeks to make appointments, complete requirements, upload, and have all requirements approved in Castle Branch.

**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.*

**How do I begin?**

**If you do not have TSON CastleBranch Compliance Tracker (IW34), you need to purchase one. <https://portal.castlebranch.com/IW34>**

**1) Select either: IW34im: Generic RN Compliance Tracker OR IW34lpnim: LPN to RN Compliance Tracker (\$35.00/fee) *\*Only if you do not have TSON (IW34) compliance tracker.***

**2) Select IW34zdt: Drug Test required (pay registration fee) additional instructions below (#4)**

**Trinitas School of Nursing**  
**Re Entry CLINICAL REQUIREMENTS**  
**FAQs**  
**Generic RN Track / LPN to RN Track**

3) Select appropriate **required 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)

Follow screen prompts to create a profile, username, and password.

- Place order with payment information.
- You will get a confirmation of payment

**How do I know if I must renew a document 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.

**How do I satisfy my Re-Entry requirements?**

1. **Physical Examination Form: for those students who have been out for 2 semesters**
  - Download and Print all pages of the Physical Examination Form
  - Must indicate, “**No Limitations**” on page 2
  - **Repeat titres are not required**
2. **Tuberculosis (TB) test**
  - Must be done and results current through end of the semester you are registering for.
  - TB tests due not have an expiration date, however, must be renewed annually (i.e., if done on 12/12/2020, must be renewed prior to 12/11/2021).

**Trinitas School of Nursing**  
**Re Entry CLINICAL REQUIREMENTS**  
**FAQs**  
**Generic RN Track / LPN to RN Track**

- The Tuberculosis (TB) test may be either a one-step Mantoux skin test 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 had a positive result for any of the above:
  - A chest x-ray report within the past 5 years and a TB Questionnaire must be uploaded to CastleBranch. (Download from CastleBranch).
  - 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. 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.

**4. Drug Test**

- Step 1, Drug Test Package payment/registration is through CastleBranch
- See package code for Drug Screen (page 1)
- Paid Registration Receipt must be shown at time of Drug Test appointment
- Consent/Chain of Custody Form is obtained at time of Drug Test appointment
- Drug Screen must be done by appointment at:  
**TRMC Occupational Medicine Department**  
Suite 202  
240 Williamson Street, Elizabeth, NJ
- Call directly to make appointment at **908.994.5368**
- Results must be "negative"

**5. Background Check**

- Package is ordered through CastleBranch
- Please refer to page 1 for the appropriate package to order
- Please note, the timeframe to complete background check is 4 weeks

**Trinitas School of Nursing**  
**Re Entry CLINICAL REQUIREMENTS**  
**FAQs**  
**Generic RN Track / LPN to RN Track**

- Results must be “Clear” or “Negative” of illegal activity/record
- All students must obtain a new background check annually

**6. 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 **December 30 for Fall semester**
- Policy must be current through **May 30 for Spring 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 [trinitasschoolofnursing.org](http://trinitasschoolofnursing.org)
- Policies can be obtained through a carrier of choice; these are 2 examples:
  - 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)

**7. 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 **December 30 for Fall / Summer (270/260) semester**
- Must be valid through **May 30 for Spring semester**
  - i. American Heart Association CPR card or electronic document
  - ii. If card is not issued yet, provide the letter of successful completion on letterhead of American Heart Association

**8. 2022 TRMC Annual Mandatory Education completions (annually within calendar year)**

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

**9. Attestation Page**

- Must be downloaded, signed, dated, and course indicated. Re-upload to Castlebranch **every registration** for the **course you are currently registering for.**

**Trinitas School of Nursing**  
**Re Entry CLINICAL REQUIREMENTS**  
**FAQs**  
**Generic RN Track / LPN to RN Track**

**10. Code of Conduct**

- Must be downloaded, signed, dated, and course indicated. Re-upload to Castlebranch **every registration** for the **course you are currently registering for.**

**11. COVID vaccine**

- Upload proof of full COVID vaccination to include manufacturer and date(s) received.

**12. Fit Test Card N95 masks (not required by registration date)**

- Must be renewed annually at TSON LSC.
- Fit test occurs first week of class in the LSC.
- Upload once you receive your card.

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

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

**14. Fees**

- Students are responsible for all fees associated with above requirements