

CastleBranch, Health Records, and Immunization Requirements

All students in the WCU School of Nursing who will be completing clinical experiences are required to maintain current clinical credentialing requirements through *CastleBranch* for the duration of their program. Students will create an account (MyCB) to maintain program and medical documents and request background checks and drug screenings as required. Once you create your account you will be able to upload all documentation required for your program. You will have access to your background check and drug test results once they are completed.

Failure to maintain compliance with these requirements may result in dismissal from clinical experiences and the inability to progress within your program.

Creating and Accessing MyCB Account

Instructions to set up a MyCB account can be found in Canvas in the program's HomePlace. There is an initial purchase code for each program that includes an initial background check and drug screening as well as the document tracker. Once an account has been set up students can log into their profile at mycb.castlebranch.com. Additional screenings can be purchased through this profile using the codes provided in the program Homeplace.

Dates and Deadlines

Students are required to be in compliance with their program documentation by the deadline provided in their welcome letter. Generally the due dates are those shown below but variations may occur. It is the student's obligation to maintain compliance with any requirements that renew during their program (i.e., annual TB testing, Flu vaccine and OSHA/HIPAA requirements).

Fall Semester Start	Spring Semester Start	Summer Semester Start
August 1 st	December 1 st	May 1 st

Program Requirements

Below is a list of all requirements for the WCU School of Nursing Programs. Variation may occur between programs. Students will be notified of additional documents or screening required by individual clinical sites in a timely manner.

Requirement	Notes
Signed Handbook Agreement	The form for this requirement can be found on the last page of your Student Handbook which can be found in program's Homeplace on Canvas.
Core Competencies Agreement	This form can be found on the Student Services website under the "For All Nursing Students" tab.
Completed Physical Health Form	<p>This form must be signed by both the student and healthcare provider. The physical must have been performed no earlier than 18 months before starting the program.</p> <p>The required form can be found on the Student Services Website under the "For All Nursing Students" tab.</p>
AHA BLS CPR Certification	<p>Verification of certification with the American Heart Association must be provided. This may be a <i>signed</i> BLS card or a completion certificate. Students are required to maintain current certification throughout their program.</p> <p>Red Cross certifications cannot be accepted for this requirement.</p>
PALS CPR Certificate	CRNA Only: Verification of certification is required. Students are required to maintain current certification throughout their program.
ACLS CPR Certificate	CRNA Only: Verification of certification is required. Students are required to maintain current certification throughout their program.
OSHA Certification	<p>Students are to submit a Badge of completion of their score from the OSHA quiz in their program Homeplace in Canvas.</p> <p>This is an annual requirement.</p>
HIPAA Certification	<p>Students are to submit a Badge of completion of their score from the HIPAA quiz in their program Homeplace in Canvas.</p> <p>This is an annual requirement.</p>
Lab Safety, Fire Safety, and Defib Training	<p>BSN and ABSN: These requirements will be satisfied within the first week of the program.</p> <p>This requirement does not apply to other programs in the SON.</p>
Malpractice Insurance	<p>Non-CRNA Students: Students will be automatically enrolled in a WCU policy. The bill for this coverage will be added to your student account. A certificate will be sent to students to upload for this requirement.</p> <p>CRNA Students: Students in this program are required to purchase their own AANA insurance.</p>
Professional RN License	<p>A copy of RN licensure must be uploaded for verification.</p> <p>This requirement does not apply to BSN or ABSN students.</p>
Drug Screening	An initial drug screening is required prior to students starting their program. Additional screenings may be required by clinical partners throughout the duration of the program.

	<p>A 12-panel drug screening is required by our clinical partners. The first screening is included in your initial MyCB purchase. Additional screenings should be purchased through MyCB using the purchase code found in the program's Homeplace in Canvas.</p> <p>Once purchased students will need to schedule an appointment to complete the screening at their nearest LabCorp location. CastleBranch provides a receipt for verification the screening has already been paid for.</p>
Background Check	<p>An initial background check is required prior to students starting their program. Additional checks may be required by clinical partners throughout the duration of the program.</p> <p>The first background check is included in your initial MyCB purchase. Additional screenings should be purchased through MyCB using the purchase code found in the program's Homeplace in Canvas</p>
Immunization Requirements	
MMR Series or Titer	A complete series of MMR immunizations or a lab report showing a positive Titer is required.
Varicella Series or Titer	A complete series of Varicella immunizations or a lab report showing a positive Titer is required. <i>History of having had chicken pox is not sufficient.</i>
HepB Series or Titer	A complete series of HepB immunizations or a lab report showing a positive Titer is required.
TDap Series or Titer	<p>A complete series of Tetanus, Diphtheria, and Pertussis (may be a TDap combination shot) is required.</p> <p><i>Once the TDap requirement has been satisfied a tetanus (TD) booster is required every 10 years.</i></p>
TB Screening	<p>A 2-step PPD skin test or a Quantiferon Gold test must be completed <i>annually.</i></p> <p>If a student has received a positive TB test a negative chest x-ray is required. Chest x-rays do not expire but a physicians report verifying a lack of symptoms be required.</p>
Influenza	Flu shots are an <i>annual</i> requirement.