CASTLEBRANCH

All students entering the College of Nursing are required to open a CastleBranch profile online. This profile must always be kept current to remain in compliance with the College of Nursing and clinical facilities. Failure to do so may result in dismissal from the program.

The following list of student action items will need to be completed upon gaining access to your CastleBranch account.

1. Florida Department of Law Enforcement (FDLE) fingerprints
2. Drug Test
3. Measles, Mumps, & Rubella (MMR)
4. Varicella (Chicken Pox)
5. Hepatitis B
6. Tuberculosis (TB) Skin Test
7. Tetanus, Diphtheria & Pertussis (TDAP)
8. Cardiopulmonary Resuscitation (CPR) Certification
9. Influenza (Flu)
10. HIPAA
11. COVID-19 Educational Training
12. Health Insurance

1. FLORIDA DEPARTMENT OF LAW ENFORCEMENT (FDLE) FINGERPRINTS

If you are currently residing in the state of Florida:

THE FINGERPRINTS SCAN CAN ONLY BE COMPLETED WITHIN THE STATE OF FLORIDA. If you reside outside of Florida, please schedule your appointment prior to arriving in Florida for the date of your arrival.

The following steps will guide you through the process of completing the Florida Department of Law Enforcement (FDLE) Fingerprint – Daon:

- Print off and complete the Volunteer & Employee Criminal History System (VECHS) agreement which is located under the Florida FDLE Fingerprint – Daon section.
- After completing the form, upload it to your CastleBranch profile.
- Within approximately 24 hours of submission, CastleBranch will provide the next steps to complete the fingerprinting process, including instructions on how to make your appointment through UPS.

The following steps will guide you through the process of completing the Florida FDLE Fingerprint:

- Enter the following information for the Name of Qualified Entry: University of South Florida
- Then Check One: "Volunteer"

If you are currently residing outside of the state of Florida:

Once you have purchased your CastleBranch account, please contact their Customer Service Line at 888-723-4263 and request the FDLE Fingerprint be switched to the OUT OF STATE Process.
Guide to CastleBranch

2. **DRUG TEST**

Follow instructions provided in CastleBranch to complete the drug test. The drug test must be done 72 hours after you receive the chain of custody form from the CastleBranch system. This form will be available within 24 hours after the creation of your CastleBranch profile.

**PLEASE NOTE:** In order to register for classes, you must complete the fingerprinting and drug screening process.

3. **MEASLES, MUMPS, & RUBELLA (MMR)**

Upload your vaccination records for all three components of the MMR vaccine via the CastleBranch system. If your vaccination records are not available, please schedule a visit with your primary care physician to obtain a laboratory blood work report with the verification of the titers (antibodies for MMR). Upload the lab report for verification via the CastleBranch system.

4. **VARICELLA (CHICKEN POX)**

Upload your vaccination records for the varicella (chicken pox) indicating the two series of shots via the CastleBranch system. If your vaccination records are not available or if you have contracted the varicella virus, please schedule a visit with your primary care physician to obtain a laboratory blood work report with the verification of the titers (antibodies for varicella). Upload the lab report for verification via the CastleBranch system.

5. **HEPATITIS B**

*Note: Please ensure you are being tested for Hepatitis B Surface, not Hepatitis B Core.*

Schedule a visit with your primary care physician to obtain a laboratory blood work report with the verification of the titers (antibodies for Hepatitis B). Upload the lab report for verification via the CastleBranch system.

If the results of the titer for Hepatitis B are **POSITIVE**, you have completed this requirement.

If the results of the titer for Hepatitis B are **NEGATIVE**, you will need to **REPEAT** the series of vaccinations. Please upload a record of each vaccination separately (the system will create a separate section for each record). Upload the laboratory blood work with the verification of the titers (antibodies for Hepatitis B) via the CastleBranch system. You can also receive a booster vaccine, and then upload the laboratory blood work with the verification of the titers via the CastleBranch system. If you have repeated the vaccination and the results of titer for Hepatitis B are still **NEGATIVE**, then you will be considered immune.

6. **TUBERCULOSIS (TB) SKIN TEST**

Upload your most recent medical record of TB skin test. The time frame must be within the last 12 months. If you do not meet the time frame of the last 12 months, schedule a visit with your primary care physician to renew the TB requirement. Upload the lab report for verification via the CastleBranch system.

7. **TETANUS, DIPHTHERIA & PERTUSSIS (TDAP)**

Upload your vaccination records of your TDAP vaccination via the CastleBranch system. Check the dates listed on the record to ensure this was completed within the last ten years. If you do not meet the time frame of the last ten years, schedule a visit with your primary care physician to obtain a current TDAP vaccination. Upload the lab report for verification via the CastleBranch system.
8. CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION:

Upload the completed American Heart Association Healthcare Provider CPR course completion documentation via the CastleBranch system. If you have not competed this CPR course, the following link will provide some assistance in finding a registered CPR class: https://inpulsecr.com/florida. Once you have completed the CPR course, upload your completed documentation via the CastleBranch system.

9. INFLUENZA (FLU)

*Note: Please ensure the flu documentation has the Lot#*

Upload your current flu vaccination record received via the CastleBranch system. If you have not competed the current flu vaccination, schedule a visit with your primary care physician to receive the flu vaccination. Upload the flu vaccination record via the CastleBranch system.

10. HIPAA

Purchase, complete and upload your HIPAA certification in Castle Branch ($10):

- Go to https://portal.castlebranch.com/UD98
  - Upper Division: UD99hipaa eLearning Tracker
  - Second Degree: UE01hipaa eLearning Tracker

If you have completed HIPAA training with your employer, you may upload certification of completion in place of the CastleBranch HIPAA training.

11. COVID-19 TRAINING

Students must complete COVID-19 training *(please note: at this time, care of COVID-19+ patients, PUIs, or isolation patients by USF College of Nursing students is prohibited)*. The National Council of State Boards of Nursing (NCSBN) and the International Center for Regulatory Scholarship (ICRS) have developed an educational series designed to assist nurses and other healthcare professionals during the pandemic.

Complete the training through https://catalog.icrsncsbn.org.

1. COVID-19 Epidemiology Modes of Transmission and Protecting Yourself with PPE
2. COVID-19 Nursing Care Module
3. COVID-19 Basic Law and Ethics for Nurses During COVD 19 *(select the Self-Paced Module)*
4. Credible Health Information, Hoaxes and the Media
Guide to CastleBranch

How to Print Proof of Completion

Go to your “Student Dashboard” located under your name after you log-in to the ICRS website (not through CANVAS)

Select “PDF Transcript”

Screenshot and save your “Learner Transcript” that shows you have completed the 4 required modules. Upload this documentation in CastleBranch

12. HEALTH INSURANCE

Students must upload proof of health insurance in the CastleBranch system. Students are required to maintain health insurance throughout the duration of their time in the program.