

Dear future UIC College of Nursing student,

Welcome to UIC College of Nursing! As a future nurse, a major part of your learning will take place in a clinical setting with hands-on interaction with patients, families, and other healthcare professionals. As such, the College of Nursing abides by the strict terms of our contracts with our clinical partners which require that all students are clinically compliant. As a result, it is imperative that all students complete the mandatory compliance requirements before they are allowed to participate in any UIC College of Nursing class or clinical.

Per the UIC College of Nursing Student Handbook (pgs. 19-22), *“These clinical requirements were developed in coordination with CDC guidelines for healthcare professionals and guidelines set forth by our clinical partners to ensure student and patient safety. In addition, these clinical requirements are the same for ALL students regardless of degree and/or clinical practicum status and must be adhered to at all times.”* http://www.nursing.uic.edu/sites/default/files/u525/2016-17_UIC_CON_Student_Handbook_FINAL.pdf

In order to prove compliance, students, regardless of degree program, are to submit all mandatory compliance documentation to our on-line compliance vendor, CastleBranch. In addition students are also required to get a Drug Test and Background Check administered only by CastleBranch (*No other drug tests or background checks accepted.*)

Lastly, in all instances, students are financially responsible for the cost of compliance requirements and should contact their insurance provider as soon as possible if they have questions about coverage or processes and procedures related to such coverage. Please note that UIC CampusCare coverage becomes effective August 28, 2017 and does not cover the titers and immunizations required by the College of Nursing. For any questions regarding UIC CampusCare, including out of, contact UIC CampusCare: <https://campuscare.uic.edu/contact-us/>.

Please read all of the following pages carefully. They will help you become compliant with the College of Nursing and their clinical partners.

IMPORTANT COMPLIANCE DEADLINES

- **Monday, July 10, 2017** - Students must purchase their CastleBranch (“MyCB - CastleBranch”) account (Drug Test - Medical Documents Manager and Background Check Package)
- **Monday, August 7, 2017** - Students must be compliant with their background check, drug test, and mandatory compliance requirements (*except influenza vaccination and booster series*). *Students who are not compliant by this Monday, August 7, 2017 will be placed on a Compliance Hold and their instructors will be notified of their restriction to attend classes.*

For further questions about the College of Nursing’s Mandatory Compliance Requirements:

Heather M. Sadilek, LPC, Program Advisor and Student Compliance Coordinator

UIC College of Nursing | Office of Academic Programs (MC 802)
845 South Damen Avenue, Room 522, Chicago, Illinois 60612-7350

Office Hours 8:00am to 4:00pm (Monday – Friday)

Phone (312) 413-4911 | Email hsadilek@uic.edu

MANDATORY COMPLIANCE REQUIREMENTS TO-DO LIST

<p>DIRECTIONS: Please complete <u>all</u> requirements on this to-do list <u>by Monday, August 7, 2017</u>: <i>For detailed information, please refer to 'Mandatory Compliance Requirements Guide'.</i></p>		<input checked="" type="checkbox"/> Completed
1.	<p>Place MyCB - CastleBranch order <u>by Monday, July 10, 2017</u>. To place order go to https://portal.castlebranch.com/UE39, click 'Place Order', and select 2 packages:</p> <p>1. Nursing (BG Only) - nv65: Background Check 2. Nursing (DT & IM Only) - UA08: Drug Test - Medical Document Manager</p> <p><i>For all questions on how to order, how to upload documents, your drug test location, etc., see the 'FAQ' tab on the CastleBranch Order webpage, 'New Client FAQ' webpage http://go.castlebranch.com/newclientfaq, or contact a CastleBranch Service Desk Representative: (888) 723-4263.</i></p>	
2.	<p>Schedule an appointment with your healthcare professional, the University of Illinois-Occupational Health Service Institute (UI-OHSI)*, or any other healthcare clinic/provider.</p> <p><i>*UI-OHSI offers discounted titers, QuantiFERON, and immunizations, but <u>does not</u> accept private insurance or UIC CampusCare. Checks and credit cards are accepted. For an appointment, contact University of Illinois-Occupational Health Service Institute: (312) 996-7420 835 South Wolcott Ave, Room E-144, Chicago, IL</i></p>	
3.	<p>Before your appointment: Review the 'Mandatory Compliance Requirements Guide' and bring it to your appointment to give to your healthcare provider for reference.</p>	
4.	<p>During your appointment: Obtain printed documentation (healthcare provider lab reports, immunization receipt, etc.) of your positive/negative titers, QuantiFERON, and immunizations.</p>	
5.	<p>Upload documentation of positive titers, QuantiFERON, and immunizations to your MyCB - Medical Document Manager <u>by Monday, August 7, 2017</u>. (PDF or JPG files must be under 5 MB.)</p> <p><i>Childhood vaccines: Do not upload childhood vaccines in place of positive titers Childhood vaccines will be automatically be rejected. Students with Negative titer results: Upload negative titer (in place of positive titer) to your MyCB - Medical Document Manager to start booster series. Students are considered compliant as long as they upload their boosters and 2nd titer as soon as they receive.</i></p>	
	Positive Measles IGG titer	
	Positive Mumps IGG titer	
	Positive Rubella (German Measles) IGG titer	
	Positive IGG Varicella Zoster titer	
	Positive Hepatitis B <u>Surface Antibody (AB)</u> titer (or 3 Hepatitis B immunizations within past 10 years)	
	Negative QuantiFERON®-TB Gold test <i>(Students with a history of positive TB, please refer to 'Mandatory Compliance Requirements Guide' for further directions.)</i>	
	Tetanus and Diphtheria (TDAP) booster <u>within</u> past 10 years	
	2017-2018 Influenza vaccination <i>(Students may upload their 2016-2017 influenza vaccination documentation, but it is not required.)</i>	Due date: 11/15/2017
6.	<p>Upload additional documentation to your MyCB - Medical Document Manager <u>by Monday, Aug. 7, 2017</u>.</p>	
	<p>American Heart Association's Basic Life Support - 'BLS Provider' CPR card <i>(Upload front and back of CPR card as ONE file. No other CPR card or training will be accepted.)</i></p>	
	<p>Current Driver's License, State ID, or Passport <i>(Upload front and back of driver's license, State ID as ONE file.)</i></p>	
	<p>2016-2018 RN license <i>(Post-licensure graduate students only.)</i></p>	
	<p>HIPAA Training Certificate <i>(Information regarding online HIPAA training will be emailed directly to students.)</i></p>	
	<p>College of Nursing Documents: Handbook Acknowledgement, Student Affirmation Form, Confidentiality Agreement, and Consent to Release Education Records (FERPA) <i>(Documents will be distributed at the New Student Orientation, collected, and then uploaded to your MyCB - Medical Document Manager by a College of Nursing staff member.)</i></p>	<input checked="" type="checkbox"/>

MANDATORY COMPLIANCE REQUIREMENTS GUIDE

Documentation (healthcare provider lab reports or receipt of immunization) of positive/negative titers, QuantiFERON, immunizations, and compliance documentation must be uploaded to students' MyCB – Castlebranch. PDF or JPG files must be under 5 MB.

MyCB - CASTLEBRANCH ORDER INFORMATION

Go to: <https://portal.castlebranch.com/UE39>, click "Place Order", and select the following 2 packages:

Nursing (BG Only) – nv65:Background Check

- Background checks from other companies will be rejected.

Nursing (DT & IM Only) UA08: Drug Test – Medical Document Manager

- CastleBranch will email your Drug Test location near your home address. Drug tests from other laboratories or hospitals will be rejected.

For all questions on how to order, how to upload documents, your drug test location, etc., refer to the 'FAQ' tab on the CastleBranch Order webpage, 'New Client FAQ' <http://go.castlebranch.com/newclientfaq>, or contact a CastleBranch Service Desk Representative: (888) 723-4263.

TITER REQUIREMENTS

POSITIVE MEASLES (RUBEOLA), MUMPS, AND RUBELLA IGG TITERS

- **Negative, Equivocal, or Not Determinate Titer Results:** Series of 2 boosters (4 weeks apart) and a 2nd IGG titer will be required.*

POSTIIVE HEPATITIS B SURFACE ANTIBODY (AB) TITER OR 3 HEPATITIS B IMMUNIZATIONS WITHIN PAST 10 YEARS

- **Negative, Equivocal, or Not Determinate Titer Results:** Series of 3 boosters (2 boosters - 4 weeks apart) and 3rd booster 6 months after 1st booster] and a HB Surface Antibody titer will be required.*

POSITIVE VARICELLA ZOSTER (CHICKEN POX) IGG TITER

- **Negative, Equivocal, or Not Determinate Titer Results:** Series of 2 boosters (4 weeks apart) and a 2nd IGG titer will be required.*

Booster Series: Upload negative titer (in the place of positive titer) to your MyCB – Medical Document Manager to start booster series. Students in booster series are considered compliant as long as they upload their boosters and 2nd titer documentation to their MyCB – Medical Document Manager as soon as received.

Childhood vaccines: Do not upload childhood vaccines in place of positive titers. Childhood vaccines will be rejected.

IMMUNIZATION REQUIREMENTS

TETANUS AND DIPHTHERIA (TDAP) BOOSTER within past 10 years
CURRENT INFLUENZA VACCINATION (Due November 15th annually)

TB TEST REQUIREMENT

QUANTIFERON®-TB GOLD IN-TUBE TEST (within the last 12 months)

- QuantiFERON blood test can be ordered with IGG titers.
- Annual TB can be a QuantiFERON or a single Tuberculin Skin Test.

Students with history of POSITIVE TB?

- Upload 3 documents as 1 file to Medical Document Manager:
 1. Record of Positive TB
 2. Baseline chest x-ray report from a physician/healthcare provider
 3. College of Nursing TB Questionnaire

Students upload new TB Questionnaire annually. Annual chest x-ray not required.

COMPLIANCE DOCUMENTATION REQUIREMENTS

CURRENT CPR CERTIFICATION (American Heart Association's Basic Life Supper - 'BLS Provider' CPR card)

- Upload signed copy of front and back of CPR card as one document. Students may also upload their Electronic Course Completion Card (eCard).
- No other CPR training or card will be accepted.

CURRENT DRIVER'S LICENSE, STATE I.D., OR PASSPORT

- Upload copy of front and back of driver's license, state ID, or passport.

HIPAA TRAINING CERTIFICATE

- Online HIPAA training and downloadable certificate is found on "College of Nursing Compliance & Clinical Partner Requirements" Blackboard course. Documentation of prior HIPAA training may be uploaded in lieu of certificate.

CURRENT RN LICENSE (Post-licensure students only)

- If not a practicing RN, click the 'No' button in Medical Document Manager.

IMMUNIZATION COMPLIANCE WAIVER REQUEST

- To complete, click 'Received' box in Medical Document Manager.

COLLEGE OF NURSING DOCUMENTS: HANDBOOK ACKNOWLEDGMENT, STUDENT AFFIRMATION FORM, CONFIDENTIALITY AGREEMENT, AND CONSENT TO RELEASE EDUCATION RECORDS (FERPA)

- Documents distributed at New Student Orientation, then collected and uploaded to your Medical Document Manager by College of Nursing staff.

PLEASE READ:

- In all instances, students are financially responsible for the cost of compliance requirements and should contact their insurance provider as soon as possible if they have questions about coverage or processes and procedures related to such coverage.
- Per the College of Nursing Handbook, "These clinical requirements were developed in coordination with CDC guidelines for healthcare professionals and guidelines set forth by our clinical partners to ensure student and patient safety. In addition, these clinical requirements are the same for ALL students regardless of degree and/or clinical practicum status and must be adhered to at all times. Students who do not complete requirements will be placed on registration hold until compliant and will be unable to register for any course until all requirements are met. Students who become non-compliant during a term will be immediately pulled from all clinical sites and will not be eligible to return until fully compliant with CON requirements. Any clinical days missed as a result of non-compliance will be considered unexcused absences and opportunities for making up absences are not available. Students may also be subject to other penalties outlined by the course faculty

Frequently Asked Questions

CastleBranch (Formerly Certified Background) Order Information

I work for the University of Illinois Hospital & Health Sciences System (UIHSS), can't you just view my UIHSS background check, drug test, and titer/immunization in my UIHSS staff files/records?

The College of Nursing does not have access to UIHSS staff files/records. New students who are UIHSS employees have to purchase new Drug Test, Medical Document Manager, and Background Check packages through CastleBranch.

Do I need a new drug test or background check if I just had one for my job, school, etc.?

All incoming students need a new drug test and background check administered only through CastleBranch.

Do I need a new CastleBranch account if I had a CastleBranch account at another university?

Unfortunately, the College of Nursing can't view CastleBranch accounts linked to other universities. You will need to purchase new Drug Test, Medical Document Manager, and Background Check packages.

I ordered my Drug Test, now where do I go to get my drug test?

CastleBranch will email you a drug test location that is closest to your address on file. If you have questions regarding your Drug Test, contact CastleBranch Service Desk at (888) 723-4263.

Mandatory Compliance Requirements

Will the College of Nursing reimburse me for the cost of the mandatory compliance requirements?

In all instances, students are financially responsible for the cost of compliance requirements and should contact their insurance provider as soon as possible if they have questions about coverage or processes and procedures related to such coverage.

Do I have to be compliant even if I am not in my clinical this semester?

Per the College of Nursing Student Handbook, "These clinical requirements were developed in coordination with CDC guidelines for healthcare professionals and guidelines set forth by our clinical partners to ensure student and patient safety. In addition, these clinical requirements are the same for ALL students regardless of degree and/or clinical practicum status and must be adhered to at all times."

Is there a penalty for Non-Compliance?

Per the College of Nursing Student Handbook, "Students who do not complete requirements will be placed on registration hold until compliant and will be unable to register for any course until all requirements are met. Students who become non-compliant during a term will be immediately pulled from all clinical sites and will not be eligible to return until fully compliant with CON requirements. Any clinical days missed as a result of non-compliance will be considered unexcused absences and opportunities for making up absences are not available. Students may also be subject to other penalties outlined by the course faculty."

I have documentation of all of my childhood MMR and varicella immunizations. Can I upload those instead of getting titers?

No, only titers are accepted. Documentation of childhood immunizations will be rejected.

I had the chicken pox as a child, do I still need a varicella titer?

Yes, a varicella titer is required of all students. Proof of childhood chicken pox (varicella) will not be accepted.

What happens if I get a negative titer?

Students who get a negative titer must receive the required vaccination series and get a 2nd titer. Students who are in the vaccination series and awaiting the 2nd titer draw are considered compliant. Vaccination and 2nd titer documentation must be uploaded to CastleBranch as students receive them.

What is a QuantiFERON®-TB Gold In-Tube test?

The QuantiFERON®-TB Gold In-Tube is a blood test for use as an aid in diagnosing Mycobacterium tuberculosis infection (both latent tuberculosis infection and active tuberculosis disease).

Do I need to upload the influenza vaccination to be compliant before the start of fall classes?

No, influenza vaccines will be due on 11/15/2017. Proof 2016-2017 influenza vaccine may be uploaded, but is not required.

Compliance Documentation Requirements

What American Heart Association (AHA) CPR training do I need? Will you accept an Electronic Course Completion Card (eCard)?

'Basic Life Support—BLS Provider training. Both AHA eCards are also accepted.

My driver's license and/or CPR card got rejected by CastleBranch?

Students should scan the front and back of their driver's license or signed CPR card and then upload as one PDF file.

Where can I find the online HIPAA Training?

The online HIPAA training and downloadable certificate are found on "College of Nursing Compliance & Clinical Partner Requirements" Blackboard course. Students will receive an email when added to the Blackboard course. Documentation of prior HIPAA training may be uploaded in lieu of online HIPAA training.

I am a pre-licensure student and I don't have a RN license. What do I do?

Pre-licensure students should click the "No" button on CastleBranch.

What is the "Immunization Compliance Waiver Request"?

It is a form with additional healthcare provider's note to opt out of immunizations. If waiver not needed, click "Received" box.