Medical Document Manager Requirements

Please read all sections carefully prior to starting the program
All school forms for the following requirements can be found at Health and Safety Forms

Basic Life Support (BLS) Certification
- Must be American Heart Association Healthcare Provider course. Student must have valid BLS certification at all times during the program.
The renewal date will be set based on the expiration date on the card.

Physical Exam
- Submit the physical exam form provided by the school. Physical Exam and Essential Technical Standards forms to be completed within 4 months prior to entering the program. Forms must be signed and dated by a primary care provider and by the student. If any technical standards are not met or student has currently prescribed medications/existing medical conditions, the physical exam will be rejected by CastleBranch and the student must contact the Nursing/Allied Health Office. Essential Technical Standards are to be updated annually.

TB Test
- One of the following is required:
  ✓ Initial Two-Step Skin Test consisting of two negative TB skin tests administered exactly three (3) weeks apart within three months prior to entering the program, followed by single negative TB test every 12 months thereafter; OR
  ✓ Negative T-Spot or Quantiferon Gold every 12 months: OR
If individual has a documented positive TB test/ T-Spot/ Quantiferon Gold, the student must complete the following:
  ✓ Submit documentation of a clear chest X-ray along with the TB questionnaire. The renewal date for the chest X-ray will be set for two years from the initial date.
Upload the documentation of a clear chest X-ray and a completed TB Questionnaire as one document.
TB questionnaire must be submitted every 12 months.

MMR
- One of the following is required (demonstrated by immunization record OR lab report OR physician verification of results):
  ✓ Evidence of two MMR vaccinations, OR
  ✓ Positive immunity titer demonstrating serologic immunity to Measles, Mumps and Rubella

Varicella (Chicken Pox)
- One of the following is required (demonstrated by immunization record OR lab report OR physician verification of results):
  ✓ Evidence of two immunizations at least 28 days apart, OR
  ✓ Positive immunity titer demonstrating serologic immunity to Varicella:
Previous illness will not be accepted as proof of immunity. You will be required to get an immunity titer; if titer is negative, you will need to get the vaccination.

Hepatitis B
- One of the following is required (demonstrated by immunization record OR lab report OR physician verification of results):
  ✓ Evidence of three Hepatitis B vaccinations plus a positive titer demonstrating serologic immunity to Hepatitis B; OR
  ✓ Signed Hepatitis B declination form
If you choose to decline the Hepatitis B series, the renewal date will be set for one year from the date of the signed declination form. If the series is in progress, CastleBranch will add specific dates that your 2nd and 3rd vaccinations are due as these are time sensitive.

Tetanus, Diphtheria & Pertussis (Tdap)
- The following is required (demonstrated by immunization record OR lab report OR physician verification):
  ✓ Evidence of one Tdap vaccination within the past ten years.
  ✓ Pregnant students must obtain Tdap vaccination during pregnancy.
The renewal date will be set for ten years from the date of the vaccination or one year from the date of the declination.
Medical Document Manager Requirements

Please read all sections carefully prior to starting the program
All school forms for the following requirements can be found at Health and Safety Forms

Seasonal Influenza
- The following is required:
  ✓ Documentation of a current flu vaccination dated between August and April. Documentation must contain flu season (ex. 2020-2021) and Lot #.
  (Medical and religious declination available but must be approved.)
The renewal date will be set for 08/15 of the following flu season.

Annual Mask Fit Test
- N95 Mask Fit Test upon entry into the programs. If a student has any of the following changes, a N95 retest will be required:
  ✓ Change in physical condition, such as, but not limited to a large weight loss/gain #20lbs.
  ✓ Major dental work (ie dentures)
  ✓ Facial surgery that may have changed the shape of their face
  ✓ Significant scarring in the area of the seal
The renewal date will be set for one year from the date of the mask fit test.

HealthStream Safety Certificates of Completion
- Please upload a copy of your HealthStream Safety Certificates of Completion for:
  ✓ Rapid Regulatory Compliance: Clinical I and Rapid Regulatory Compliance: Clinical II
The renewal dates will be set for the start of the following semester.

AGREEMENT FORMS

Confidentiality Agreement Form
- Complete and upload the Confidentiality Agreement form provided by the school. Students must submit a new form at the beginning of every semester they are enrolled in the Nursing Program. The renewal date will be set for the start of the following semester.

Handbook Policy Agreement Form
- Complete and upload the Handbook Policy Agreement form provided by the school. Students must submit a new form at the beginning of every semester they are enrolled in the Nursing Program. The renewal date will be set for the start of the following semester.

Skills/Simulation Lab and Computer Lab Expectations Student Agreement
- Complete and upload the Skills/Simulation Lab and Computer Lab Expectations Student Agreement form provided by the school. To meet the requirement, **students will only need to upload page 3 of the document**. Students must submit a new form at the beginning of every semester they are enrolled in the Nursing Program. The renewal date will be set for the start of the following semester.

Authorization to Release Information Form
- Complete and upload the Authorization to Release Information form provided by the school. Students must submit a new form at the beginning of every semester they are enrolled in the Nursing Program. The renewal date will be set for the start of the following semester.

Student COVID-19 Attestation
- Complete and upload a copy of your Student COVID-19 Attestation form provided by the school. Students must submit a new form at the beginning of every semester they are enrolled in the Nursing program. The renewal date will be set for the start of the following semester.