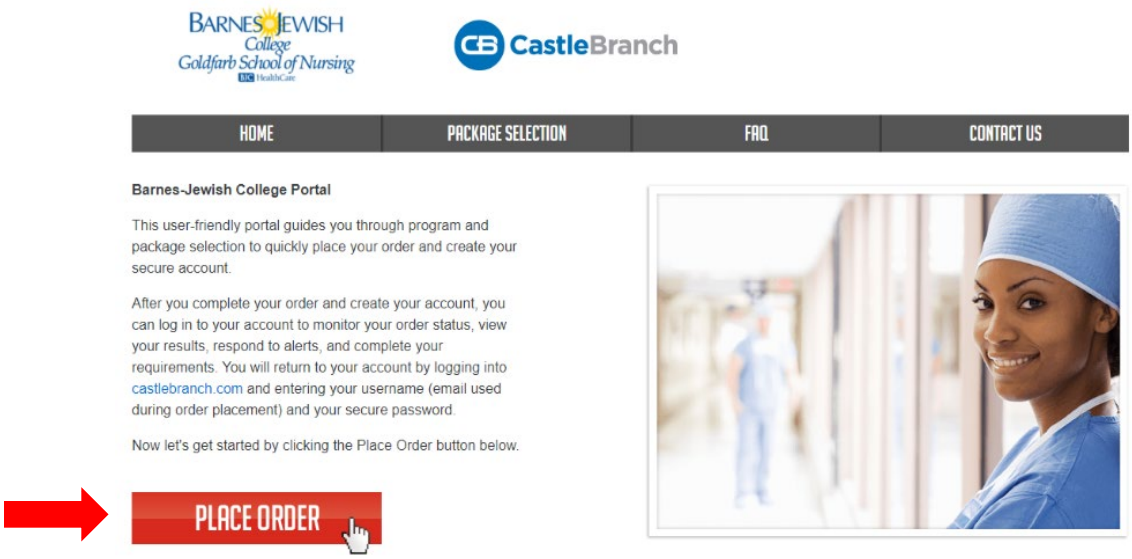
Compliance Requirements and CastleBranch

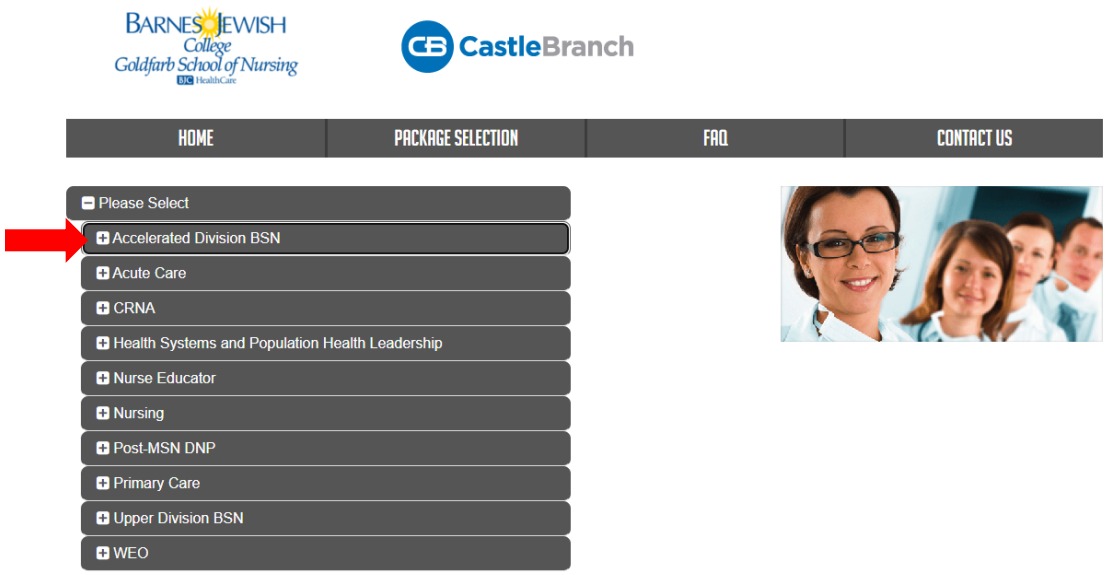
For the safety of our College community and patients, the College requires various immunizations, tests, and certifications. The College tracks these requirements through a program called CastleBranch. This document outlines how to create your CastleBranch account and how to complete the required compliance items. **Please read this document carefully and in its entirety.**

Creating a CastleBranch Account

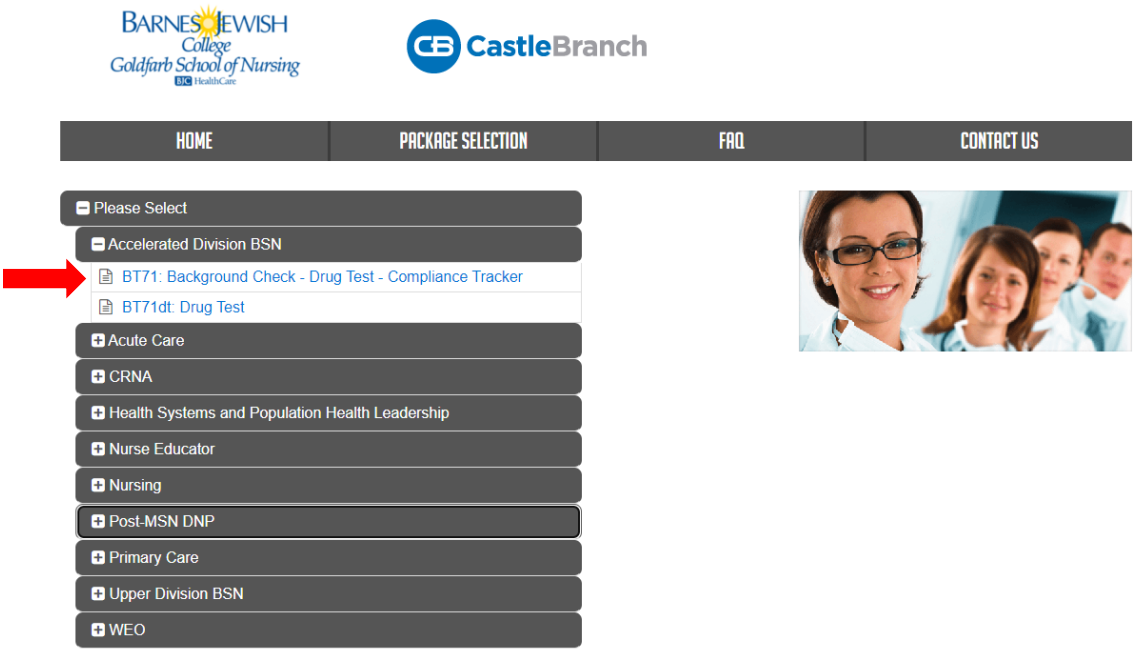
1. Before purchasing your CastleBranch account, please register with the Missouri Department of Health and Senior Services Family Care Safety Registry as a Voluntary Registrant online at http://health.mo.gov/safety/fcsr/. (An online processing fee does apply). If you are already registered with the Missouri Department of Health and Senior Services Family Care Safety Registry, you *do not* need to register again – Castle Branch will be able to verify your registration.
2. Go to the Goldfarb CastleBranch site: https://portal.castlebranch.com/BT69
3. Select "PLACE ORDER"



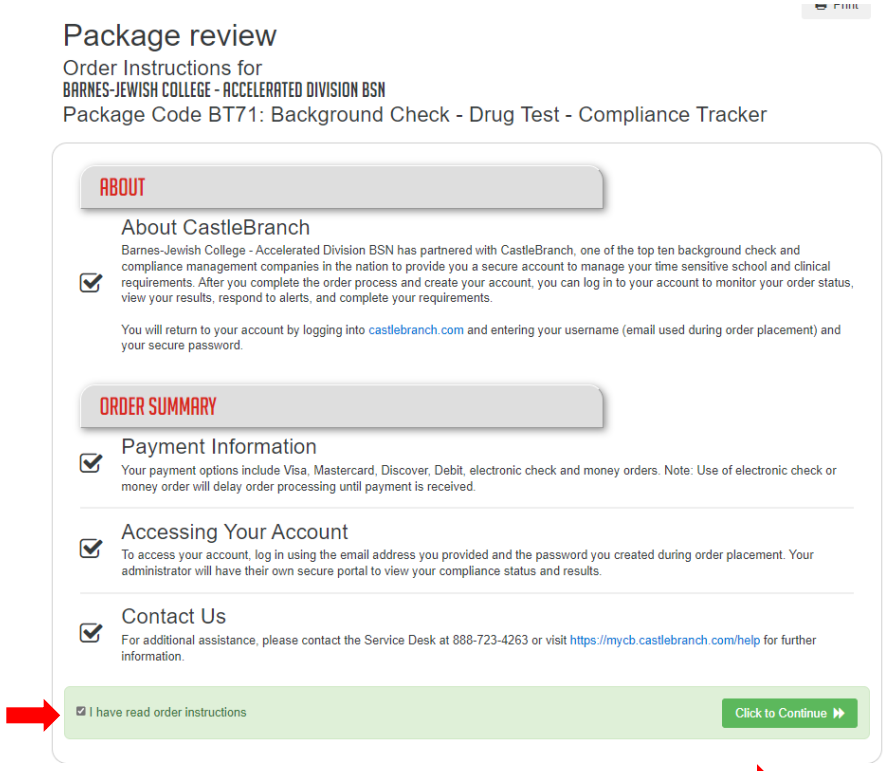
4. Select the plus sign next to the program that you have been admitted to.



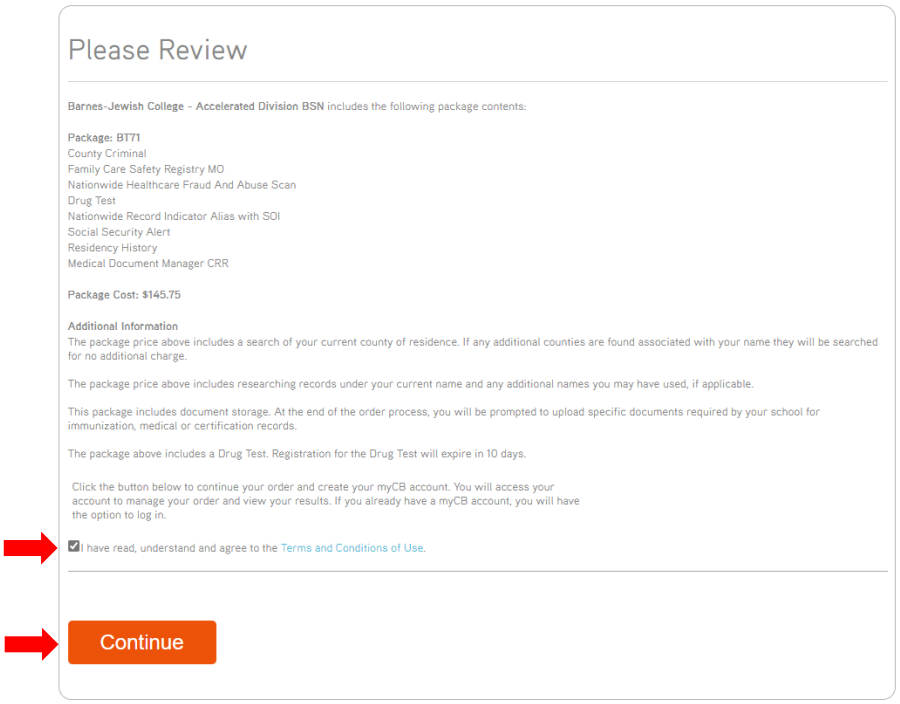
5. Select the Background Check – Drug Test – Compliance Tracker option. **DO NOT** select the Drug Test option.



6. Read the order instructions carefully and check the box next to "I have read order instructions" and select "Click to Continue".



7. Read the order review carefully and check the box next to "I have read, understand and agree to the Terms and Conditions of Use" and select "Continue".



8. Complete the required fields carefully. Do not use an AOL email or a previous school email. Select "Next".
9. Create a password and select "Next".
10. Complete the required fields carefully for the background check and select "Next".
11. Review your order carefully and make any necessary changes.
12. The package costs $145.75. Select your payment option and complete the required fields for payment and select "Submit".
13. Follow any other prompts to complete your order.
14. For helpful videos on how to create your account, please go to https://mycb.castlebranch.com/help

NOTE: We highly recommend that you change your email address in your CastleBranch account to your Goldfarb School of Nursing email when you receive it. This ensures that you will get all CastleBranch notifications for items that are coming due. When items become overdue, this may result in missed class, lab, or clinical time.

CastleBranch Support

If you have any difficulties creating your account, please contact the Service Desk at 888-723-4263 or visit https://mycb.castlebranch.com/help.

The Service Desk phone line is open Monday-Thursday 8:00 am-8:00 pm Eastern Time, Friday 8:00 am-6:30pm Eastern Time, and Sunday 10:00 am-6:30pm Eastern Time.

Compliance Requirements

Proof of immunizations must include your printed or typed full name, vaccine administration date or titer result date. Prescriptions, paid receipts, records from a high school, or handwritten notes will not be accepted. All documents must be submitted and approved in CastleBranch by the designated deadlines. Deadlines are listed at the end of this document. Do not send your documents to staff at the College as they cannot approve or submit these

documents for you.

Many of the immunizations and tests can be obtained for free or at cost at the Barnes-Jewish Hospital Occupational Health (BJH Occ Health) office located on the 3rd floor of the Mid Campus Center, 4590 Children's Place. They are open Monday-Friday 7 am-4 pm. Please call 314-454-7002 for more information about availability of vaccines, titers, tests, and cost.

Items required prior to the first day of the term:

Background Check and Urine Drug Screen:

You must complete and pass a background check and a 10-panel urine drug screen in accordance with regulations established by the hospitals and clinical agencies students are learning within, and the Missouri State Board of Nursing. The background check is completed when you purchase your CastleBranch package.

The urine drug screen is ordered when you purchase your CastleBranch package. You will receive an email with your Chain of Custody form. If you do not receive this email within 3 days, please contact CastleBranch support. The Chain of Custody form will have the locations that you can go to complete the urine drug screen. **The urine drug screen must be completed 10 days after the order is placed.** Failure to complete in 10 days will require you to order a new urine drug screen.

If a negative result is found on either the background check or urine drug screen, it will be reviewed by the admissions department for further action.

NOTE: We advise you to check your CastleBranch account and the email you used to create the account frequently after purchasing as CastleBranch may send action items that need to be completed in a timely manner to complete the background check. Failure to respond will result in a cancelled background check and a new background check will have to be purchased. For more information, please go to https://mycb.castlebranch.com/help and select "How do I complete Background Check Releases and Alerts?" for a helpful video.

COVID-19 vaccination/exemption

1 dose of a single-dose COVID-19 vaccine (i.e., Johnson & Johnson) or 2 doses of a multi-dose COVID-19 vaccine series (i.e., Pfizer or Moderna) or 1 does of a bivalent COVID-19 vaccine (i.e., Pfizer or Moderna) or a BJC-approved COVID-19 exemption letter stating type of exemption--medical or religious reasons are required.

For more information, please visit COVID-19 & Influenza Vaccinations | Goldfarb School of Nursing (barnesjewishcollege.edu).

The COVID-19 booster is highly recommended but not required at this time. If you do have a COVID-19 booster, please submit your documentation to CastleBranch as the College is required to track this vaccination.

COVID-19 vaccinations are available at BJH Occ Health. Please call for cost and availability.

NOTE: If you have 1 COVID-19 vaccine in a 2-dose series and are waiting for the second, you can attend classes but MUST wear a mask

Health Insurance

FOR GRADUATE STUDENTS ONLY (NOT REQUIRED FOR THE POST-MSN DNP PROGRAM)

Proof of health insurance with an effective/issue date within the current year is required. After the initial submission, proof of insurance will be required on January 15th of each year.

Items required prior to the Monday of Week 5 of your first term:

TB testing

A negative 2-step TB skin test or an IGRA blood test completed in the past 6 months is required. A 2-step TB skin test consists of 2 separate skin tests administered 1-3 weeks apart. The 2-step TB test can be obtained for free through BJH Occ Health.

If you have had a positive TB test in the past, you must submit the previous positive TB test result, results of a clear chest x-ray dated after the positive TB test, and the completed BJC TB symptom screening form. Please email GSON-compliance@bjc.org for the form.

Annual TB testing is required for all programs except for the Nurse Anesthesia program. A 1-step TB skin test or IGRA blood will be required 1 year after your 2-step TB skin test or IGRA blood test from admission.

NOTE: BJH Occ Health will not place a TB skin test on Thursdays and Fridays. A TB skin test or blood test cannot be completed until 28 days after a live vaccine has been administered (e.g., varicella, MMR).

MMR- Measles (Rubeola), Mumps, and Rubella

2 MMR vaccinations administered at least 28 days apart or a positive titer for measles, mumps, and rubella are required.

If the measles or mumps titer is negative/equivocal and you do not have previous MMR vaccinations, 2 MMR vaccinations are required. If the measles or mumps titer is negative/equivocal and you have 1 MMR vaccination, 1 MMR vaccination is required for a total of 2 MMR vaccinations. If the rubella titer is the only negative/equivocal titer, 1 MMR vaccination is required.

MMR vaccinations and titers are available at BJH Occ Health. Please call for cost and availability.

NOTE: A TB skin test cannot be completed for 28 days after a live vaccine. MMR vaccinations are live vaccines.

Hepatitis B

3 hepatitis B vaccinations or a positive titer are required.

You must have the first vaccine prior to the Monday of week 5 of the first term. The second vaccine should be given 30 days after the first and the third vaccine should be given 5 months after the second. If the second and/or third vaccine is due prior to the Monday of week 5 of the first term, you must submit proof prior to the Monday of week 5 of the first term.

If the titer is negative or equivocal, a 4th hepatitis B vaccination is required followed by a titer

recheck 1 month later. If the titer is still negative or equivocal, you must receive a 5th and 6th hepatitis B vaccine followed by a recheck titer 1 month later.

Hepatitis B vaccinations and titers are available at BJH Occ Health. Please call for cost and availability.

Tdap- Tetanus, Diphtheria, and Pertussis

A Tdap (Tetanus, Diphtheria, & Pertussis) vaccine dated within the past 10 years or a Td (Tetanus & Diphtheria) AND Pertussis vaccines both dated within the past 10 years are required.

Tdap vaccines are available at BJH Occ Health. Please call for cost and availability.

Varicella- Chickenpox

2 doses of a varicella-containing vaccine (e.g., Varivax or MMRV) or a positive titer are required. History of chickenpox disease is not accepted.

If the titer is negative or equivocal and you do not have previous varicella-containing vaccinations, 2 varicella vaccinations are required. If the titer is negative or equivocal and you have 1 varicella-containing vaccination, 1 varicella vaccination is required for a total of 2 varicella vaccinations.

Varicella vaccinations and titers are available at BJH Occ Health. Please call for cost and availability.

NOTE: A TB skin test cannot be completed for 28 days after a live vaccine. Varicella vaccinations are live vaccines.

Items required at various deadlines:

Please see deadlines per program at the end of this document.

Influenza

Influenza vaccinations are mandatory during the influenza season between October and March

of each year and due the 4th Monday of November. Vaccines are available through BJC Occ Health from October 1st through March 31st for free. The College will also hold influenza clinics on campus. For information on exemptions, please visit COVID-19 & Influenza Vaccinations | Goldfarb School of Nursing (barnesjewishcollege.edu)

BLS-Basic Life Support Certification

A Basic Life Support for the Healthcare Provider certification is required. It must be for the Healthcare Provider and from the American Heart Association or RQI certification at GSON. For paper cards, both the front and back must be submitted with a signature. eCards are accepted and do not need a signature. Please visit this website to find an American Heart Association BLS Provider class near you: https://cpr.heart.org/en or sign up for RQI certification at GSON through Sang Nguyen at the 3rd Floor office entrance desk.

ACLS-Advanced Cardiac Life Support Certification

FOR NURSE ANESTHESIA AND ACUTE CARE NP STUDENTS ONLY

An ACLS certification from the American Heart Association is required. It must be from the American Heart Association. For paper cards, both the front and back must be submitted with a signature. eCards are accepted and do not need a signature.

Please visit this website to find an American Heart Association ACLS class near you: https://cpr.heart.org/en

PALS-Pediatric Advances Life Support Certification

FOR NURSE ANESTHESIA STUDENTS ONLY

A PALS certification from the American Heart Association is required. It must be from the American Heart Association. For paper cards, both the front and back must be submitted with a signature. eCards are accepted and do not need a signature.

Please visit this website to find an American Heart Association PALS class near you: https://cpr.heart.org/en

Compliance Support at Goldfarb

If you have questions about the compliance requirements, please email GSON-compliance@bjc.org for help. In the email, please indicate which program you are admitted to and what term you are starting.

BARNES-JEWISH College
Goldfarb School of Nursing

Summer 2024 **Undergraduate Programs Immunization and** Certification Requirements

	Accelerated Program	Upper Division Program	Weekend Option Program
MMR 2 vaccines or a positive titer	05/20/2024	05/20/2024	05/20/2024
Varicella 2 vaccines or a positive titer	05/20/2024	05/20/2024	05/20/2024
Hepatitis B 3 vaccines or a positive titer	05/20/2024	05/20/2024	05/20/2024
Tuberculosis 2-step skin test or IGRA blood test	05/20/2024	05/20/2024	05/20/2024
Tdap- Tetanus, Diphtheria, & Pertussis	05/20/2024	05/20/2024	05/20/2024
Influenza vaccination or BJC Approved Exemption	11/01/2024	11/01/2024	11/01/2024
COVID-19 vaccination or BJC Approved Exemption	05/20/2024	05/20/2024	05/20/2024
AHA BLS Healthcare Provider CPR Certification	07/01/2024	10/21/2024	03/03/2025

Document Requirements

- Must have your printed/typed full name.
- Must have the vaccine administration date(s) or titer result date(s).
- Paid receipts or prescriptions will not be accepted.

Questions?

Contact the compliance team at GSON-compliance@bjc.org.

BARNES-JEWISH College
Goldfarb School of Nursing

Summer 2024 Graduate Programs Immunization and Certification Requirements

	MSN- Acute Care NP	MSN- Primary Care NP
MMR 2 vaccines or a positive titer	05/20/2024	05/20/2024
Varicella 2 vaccines or a positive titer	05/20/2024	05/20/2024
Hepatitis B 3 vaccines or a positive titer	05/20/2024	05/20/2024
Tuberculosis 2-step skin test or IGRA blood test	05/20/2024	05/20/2024
Tdap- Tetanus, Diphtheria, & Pertussis	05/20/2024	05/20/2024
Influenza vaccination or BJC Approved Exemption	11/01/2024	11/01/2024
COVID-19 vaccination or BJC Approved Exemption	05/20/2024	05/20/2024
AHA BLS Healthcare Provider CPR Certification	05/20/2024	05/20/2024
AHA ACLS Certification	01/01/2025	**N/A**
Health Insurance	05/20/2024	05/20/2024

Document Requirements

- Must have your printed/typed full name.
- Must have the vaccine administration date(s) or titer result date(s).
- Paid receipts or prescriptions will not be accepted.

Questions?

Contact the compliance team at GSON-compliance@bjc.org.