

Wright State University
Nursing Program
Helpful Hints for Navigating the Requirements
in
Castle Branch (Program Compliance Account)

Castle Branch (CB): The account that you create belongs to you. It is a repository for documentation for all program requirements for the nursing program. You will keep your account for the time you are a student at WSU. Castle Branch will send advanced email alerts (notifications) when you have items coming due. It is your professional nursing student responsibility to address the CB alerts and fulfill the requirements. **Please note:** Compliance reports are generated weekly during each course. Being out of compliance could possibly jeopardize your successful progression in the nursing program, thus the importance of responding to alerts and submitting appropriate documentation.

It is highly recommended that you scan your documents and upload via a computer (Chrome or Firefox). It is not recommended to take a picture and upload with your phone.

Castle Branch Codes that you will see:

OD = Overdue (if you address alerts in a timely manner, you should never have anything overdue in your account)

Rejected = If a submission is rejected, please read the reason why it was rejected. With the rejection, your tab will reopen for you to submit the correct documentation for the requirement.



= you are compliant in your program account

Information and forms are available: <https://health-education-human-services.wright.edu/nursing-kinesiology-and-health-sciences/nursing-handbooks-and-requirements>

Any questions about specific school program requirements, contact your school compliance coordinator first. Do not contact CB about specific school requirements.

Here is some information that might better explain the tabs in your Castle Branch program compliance account:

Physical Health Requirements

Title	What it means	Additional Information
MMR	Provide documentation for: 2 MMR vaccinations OR a titer (blood test) indicating you are immune (protected from the disease)	
Varicella (chickenpox)	2 Varicella vaccines or a positive titer for immunity	History of the disease is not accepted
Hep B	3-part Hep B series PLUS a positive titer showing immunity	If you are found to have lost protection over time, your health care provider might recommend repeating the series or receiving a booster.

		If so, subsequent tabs will be created in your account, so that you can load the repeat series/booster plus a final titer to see if you have gained immunity from the disease after the repeat vaccine(s). This will take some time to complete and the SON understands. Please make certain you follow the recommended vaccine schedule and upload your vaccine(s) and final titer into your account as you receive them.
TB	2-step Mantoux showing dates of administration and results with the date and signature of who read the result, OR Chest x-ray in the last 6 months OR blood test showing no active disease (QuantiFERON Gold or T-spot).	After your first 2-step, you will then have an annual due date (12 months) for a one step. If you miss the 12 month deadline, you will then need to repeat the 2-step TB. If you do a chest x-ray or blood test, you will then do an annual TB symptom review for the annual requirement for the next 2 years for the annual review. You can only use the TB Symptom review form if you had a blood test or chest x-ray the previous year. Note: If you have traveled outside of the USA prior to your annual TB renewal, you must have a skin test, blood test or chest x-ray. You cannot use the TB Symptom form for the renewal.
Tdap	Must show evidence of having a Tdap vaccine one time in your lifetime.	If you have evidence of receiving the Tdap in the last 10 years and you are up for renewal, you can receive either the Tdap or the Td.
Influenza	Must show vaccine was given in the <u>current</u> flu season.	This is an annual requirement, due by October 1 of each year.
Health Insurance	Your name must be visible on the insurance card. (if your name is not showing, refer to the Additional Information that will help you)	If you are covered under a parent or spouse and your name does not appear on the insurance card, you <u>must</u> submit proof of coverage by either a letter or document showing that you are covered. Items on the document that must be present: primary policy holder, name of insurance with number and the student is covered. Military: the military Id is not accepted as verification of insurance coverage. You must submit documentation from the carrier that you have insurance coverage. Note: Insurance is an annual renewal due by August 1. If you received a new insurance card in January of the renewal year and it is the same insurance, please upload a copy of the card received for the new year. If your insurance has not changed and is current, but you did not receive a new card for the renewal year, upload the card that you have to prove that your insurance is current for the renewal year.
Physical Examination	Only the Physical Exam form available on the School of Nursing website is accepted.	There are very important areas that you and your health care provider must complete, sign and date, thus the required use of the school form

Read and Sign Documents

Title	What it means	Additional Information
Handbook Acknowledgement	You will be held accountable with knowing the policies of the school. Please access the <u>current</u> handbook on the school webpage. It is your responsibility to review new handbooks yearly. https://health-education-human-services.wright.edu/nursing-kinesiology-and-health-sciences/nursing-handbooks-and-requirements	One-time requirement to start the program
Simulation Confidentiality Agreement	Read and sign that you understand the policy	One time requirement to start the program
Student Success Policy	Read and sign that you understand the policy	One time requirement to start the program
Social Media Policy	Read and sign that you understand the policy	One time requirement to start the program
Code of Conduct	Read and sign that you understand the policy	One time requirement to start the program
Technical Standards Policy	Read the document and utilize the signature sheet to sign that you understand the policy	Annual requirement due by August 1

Training Requirements: *Please access the Pilot course entitled **Training for the WSU Nursing Program**

<https://pilot.wright.edu/d21/le/content/473599/Home>

Title	What it means	Additional Information
* Clinical Passport	You need to read the document and acknowledge understanding and adherence to the guidance provided in the document by signing and dating the Statement of Understanding . This is a requirement to complete any clinical learning experiences in any Dayton Hospital.	This is an annual requirement.
* Blood Borne Pathogens	This is an OSHA requirement by Wright State University. Only the WSU course is accepted.	When you pass the quiz, you will have a Certificate of Completion appear in the AWARDS tab of the Pilot course. This certificate is a Pdf, which you can download to your CB account. Only a name, date and time stamped certificate from the AWARDS tab will be accepted. This is an annual requirement.

OTHER:

CPR	Accepted Basic Life Support CPR: American Heart Association American Red Cross American Safety and Health Institute Military Certification	You must have this prior to the start of the program. A letter or certificate indicating that you have completed a course will not be accepted. You must download the official the official CPR card. This information must be in your CB account to begin the nursing program. Note: if you are working in health care and perform CPR skills on an RQI system, that is accepted. When you load into your Castle Branch account, please notify the school CB administrator if your submission is rejected by CB.
Nurse Aide Training	You must show proof of having an Ohio Department of Health Nurse Aide training course. If greater than 2 years old, you must submit documentation of the course (ODH certificate or State Registry card) plus a letter indicating that you have been working in a role where you apply the skills of a nurse aide.	Be certain to have the course and information downloaded by the deadline. This is a requirement to start the nursing program. Note: The Nurse Aide training must be completed prior to the first day of class for the first nursing course. If, for any reason, your class will not be completed by the deadline stated for the term you are starting, please notify the school CB administrator.

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