

ST. JOSEPH'S COLLEGE OF NURSING

CastleBranch Checklist

Below is a checklist to help you keep track of Castle Branch requirements. These requirements are needed by either NYS and/or St. Joseph's Hospital Health Center (SJHHC) to be enrolled in classes and be in the clinical setting. If NYS requirements are not on file for MMR and meningitis by deadline, you will be **excluded** from classes until compliance is met. **See immunization requirement sheet for exclusion definition.** If SJHHC immunization requirements are not in compliance, you will not be allowed to attend clinical. To avoid any issues, please upload all documents by deadline.

Deadline for submission to CastleBranch:

June 1st for July enrollment

July 15th for Fall enrollment

December 15th for Spring enrollment

- Create a Castle Branch account**—the cost of the account includes a background check and requirement tracking.
- Complete and upload ALL documents listed in Castle branch account including:** Student Health Record Form; CPR certification card; Physical Exam; Essential Questions and Technical Standards Question; Driver's License; and Confidentiality Policy for Students.
- Obtain available vaccination records or Proof of Immunity for the following and upload to CastleBranch**—If all records are contained in one document, you should upload that same document to each appropriate spot on CastleBranch. CastleBranch will review your files, and will notify you if they require additional testing or vaccinations. If any are identified as non-compliant, they will tell you what you need to do, and you should schedule additional vaccinations or titer testing as soon as possible, or during your physical examination.

Please refer to immunization requirement sheet for criteria for meeting compliance with each vaccine.

Vaccine Record Checklist

Required Vaccine	Uploaded to CastleBranch?	Needs additional vaccination/titer testing?
Varicella (Chicken pox)		
Hepatitis B		
Tetanus, Diphtheria and Pertussis (TDAP) within last 10 years		
Meningitis (within 5 years of enrollment date) Complete series or signed declination. NYS REQUIREMENT		
Measles, Mumps, Rubella (MMR) NYS REQUIREMENT		
Tuberculosis Test-see below		

- Complete a Tuberculosis test and upload your results to CastleBranch** – You may complete a TB blood test (i.e. QuantiFERON TB Gold, TB spot), or TB skin test. The blood test only requires one visit and is the most popular among students, but may be more expensive. If a skin test is chosen, you must complete a 2-step skin test unless you have a documented history of prior TB skin tests. This 2-step version requires two separate TB skin tests, performed 1-3 weeks apart, which will result in four total visits to your provider. Must also submit a TB questionnaire when uploading TB results. Questionnaire is available on CastleBranch.