

Castlebranch (DISA) Checklist

Below is a checklist to help you keep track of Castlebranch (DISA) requirements. These requirements are needed by either NYS and/or St. Joseph’s College of Nursing, St. Joseph’s Hospital, or affiliated clinical organizations 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 College of Nursing or clinical organization 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 (DISA): You may be declined enrollment if not uploaded by this date

June 1st for July enrollment

July 15th for Fall enrollment

December 15th for Spring enrollment

- Create a Castlebranch (DISA) account**—the cost of the account includes a background check and requirement tracking.
- Complete and upload ALL documents listed in Castlebranch (DISA) account including:** Student Health Record Form; CPR certification card; Physical Exam; Essential Questions and Technical Standards Question; Driver’s License; Student Participation Agreement; and Trinity Health Acceptable Use Acknowledgement
- Obtain available vaccination records or Proof of Immunity for the following and upload to Castlebranch (DISA)** –If all records are contained in one document, you need to upload that same document to each appropriate spot on Castlebranch (DISA). Castlebranch (DISA) will review your files, and will notify you via email if you are required to complete 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. **Castlebranch (DISA) will always email you to the email address you used to create your account..**

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

Vaccine Record Checklist

Required Vaccine	Uploaded to Castlebranch (DISA)?	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 screening test and upload your results to Castlebranch (DISA)** – You must obtain a TB screening blood test (i.e. QuantiFERON TB Gold, TB spot). **TB skin tests are not acceptable.** The blood test only requires one visit to provider/lab. Students must also submit a TB questionnaire when uploading TB results. **If results are positive you must obtain and upload a clear CXR result.** Questionnaire is available on Castlebranch (DISA). TB result and questionnaire must be uploaded as one document. If uploaded separately, it will be rejected.