

Enrollment Instructions for Castlebranch Clinical Requirements

Create your Castlebranch account using the code OX43

Once your account is created you will be able to download the Molloy College Barbara H. Hagan School of Nursing physical forms. You will also need copies of all lab sheets for Measles, Mumps, Rubella, Varicella and Hep B. To upload your documents you can either scan them or take a clear, legible picture and upload to CB.

- **BACKGROUND CHECK** – When you create your account with CB, your information is used for a background check. No further action is needed from you.
- **MOLLOY FORMS** – print out the forms and bring them to your physician to be filled out, signed, stamped and dated.
- **MEASLES, MUMPS & RUBELLA (MMR)** - upload your measles, mumps & rubella lab sheets. Your lab sheets must provide numerical value (if you submit a negative or equivocal titer CB will reject your submission. They will then create a line for you to submit 2 vaccines within your lifetime.) If you do not have a history of 2 MMR vaccines, call your physician to start the process of immunizations.
- **VARICELLA (CHICKEN POX)** - upload your Varicella lab sheets. Your lab sheets must provide numerical value (if you submit a negative or equivocal titer CB will reject your submission. They will then create a line for you to submit 2 vaccines within your lifetime.) If you do not have a history of 2 Varicella vaccines, call your physician to start the process of immunizations.
- **HEPATITIS B**– you have 3 options for Hep B. You can upload a Hep B lab sheet that shows immunity, **OR** you can submit a history of 3 Hep B vaccines, **OR** you can sign and date the Hep B Declination which can be found on your physical form.
- **TUBERCULOSIS (TB)** - One of the following must be completed within the past 12 months. If positive results, submit physician clearance on letterhead. A TWO STEP PPD is required for first time clinical students only. [MUST BE READ 48 – 72 HOURS LATER] *2nd PPD is required and should be implanted within 364 days of the first PPD*, **OR** QuantiFERON TB Gold Result - Lab Sheet Must Be Attached ➤ Positive findings of all tuberculosis tests require a negative chest x-ray report. X-ray report must be attached from healthcare provider stating: **NO ACTIVE DISEASE**.
- **TDAP/TD BOOSTER** - You must submit a copy of your Tdap/TD within the past 10 years.
- **INFLUENZA/FLU** - the new flu vaccine will be available mid/late August. Once you receive your flu vaccine, it must be uploaded by October 1st. Make sure your doctor or pharmacist fills out the form in its entirety or it will be rejected by CB. Flu vaccines must be done annually.

- **CPR CERTIFICATION** - acceptable courses are American Heart Association-BLS for the Healthcare Provider or The American Red Cross BLS for the Professional Rescuer. **ONLINE CLASSES ARE NOT ACCEPTABLE**, however, at this time of Covid-19 the AHA is offering a blended class of online lecture followed by in person skills. You can find a class near you at the AHA website <https://cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional/basic-life-support-bls-training>. Classes are limited anywhere from 1-10 people depending on the size of the room. It would be best to secure a spot as soon as possible. Here are some numbers from the AHA you can try: **Camille Twardzik (516) 946-0798 Jem CPR – 917-767-2760, Heartstart.ny.com (you can register for a class near you on their website), CPR Lifesaver – 347-636-6370, HealthForce – 201-222-7720.** CPR certification is valid for 2 years.
- **PHYSICAL EXAMINATION** - please bring this form to your physician and make sure it is filled out in its entirety, signed stamped and dated. Physicals must be done and uploaded annually.
- **HIPAA CERTIFICATION** - sign, date and upload the form to CB. This must be done annually.
- **LATEX ALLERGY FORM** - fill out this form whether you have a latex allergy or not and upload to CB.
- **DRUG SCREENING** - you will be able to download a prescription from your CB dashboard under My Documents. Take this script to any LABCORP near you. LABCORP will then send your results to CB directly. Once you can view your results on your CB dashboard, download and submit. **There is no fee for the drug test. It is included in the fee you paid to set up your Castlebranch account.**

If you need assistance or have any questions, please email:

Krissy Hill at khill@molloy.edu

or

Jeanne Dazzo at jdazzo@molloy.edu

Please include a contact phone number in your email