

## Trinitas School of Nursing/RWJ Barnabas Health

### Re Entry CLINICAL REQUIREMENTS Generic RN Track / LPN to RN Track

Please use the following information as a guide to assist you in completing your clinical requirements. All must be submitted through CastleBranch.

**All must be completed to allow on-time registration.**

**Documents must be uploaded and approved by due date (below) to qualify for on-time registration. Castle Branch and TSON Administration needs time to verify all students' individual requirements.**

**May 1 – for all May Registration dates**

**June 1 – for June Registration dates**

**August 1 – for August Registration dates**

**September 4 – First Day of Classes**

**Read carefully!!**

#### **Why complete by due date?**

Students who do not complete all required clinical requirements by re-entry due date will not qualify to register on posted re-entry registration date for their course sections.

#### **What do I need for re-entry registration?**

##### **1) Drug Test required:**

**a. If you have skipped a semester in the Generic track**

**b. For all LPN-RN Re-entry students**

- Select **IW34zdt: Drug Test**
- Drug Test Package payment/registration is through Castle Branch.
- Paid Registration Receipt (phone/paper) must be shown at time of Drug Test appointment.
- Consent/Chain of Custody Form is obtained at time of Drug Test appointment.
- Drug Screen must be done by appointment at:  
**TRMC Occupational Medicine Department**  
**Suite 202; 240 Williamson Street, Elizabeth, NJ.**
- Call directly to make appointment at **908.994.5368**.

##### **2) Background check required:**

**a. If you have skipped a semester in the Generic track**

**b. For all LPN-RN Re-entry students**

- Select option based upon state you currently reside and if you have lived outside of that state: (fee based upon selection) Choose the one that fits:  
**IW34NJ** (live/lived in NJ only)  
**IW34NJout** (currently live in NJ, but have lived in other states)

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**IW34NY** (live/lived in NY only)

**IW34NYout** (currently live in NY, but have lived in other states)

**IW34PA** (live/lived in PA only)

**IW34 PAout** (currently live in PA, but have lived in other states)

- Follow screen prompts to create a profile, username, and password.
- Place order with payment information.
- You will get a confirmation of payment

#### 3) **Physical Examination Form: (FOR ALL STUDENTS WHO HAVE SKIPPED 2 SEMESTERS)**

- Download and print all pages of the Physical Examination Form.
- **Page 2** must be completed and **signed by a Physician/Nurse Practitioner/Physician Assistant** and must indicate "**No Limitations.**"
- **Page 4 (top of page) MUST be signed by Physician/Nurse Practitioner/PA**
- **Page 1 and Page 4** Part A, Section 1 and 2 must be **completed by student, signed, and dated on Page 7.**
- **Page 3** not required for re-entry.

#### 4) **Tuberculosis (TB) test**

- Results must be current through end of the semester you are registering for (May 15 or December 15) even if it has not been a year since last completed.
- **Look at your own date** of last completed. **This may be different from CB.**
- The Tuberculosis (TB) test may be either a one-step Mantoux skin test or QuantiFERON-TB Gold Blood Test or T-Spot blood test. (lab tests required for the QuantiFERON or T-Spot blood tests).
- If you have had a positive result for any of the above:
  - A chest x-ray report within the past 5 years and a TB Questionnaire must be uploaded to CastleBranch. (Download from CastleBranch).
  - TB Questionnaire **must be done annually** to ensure you are asymptomatic (Download form from CastleBranch).
- TB results must be current through **May 15 for Spring semester**
- TB results must be current through **August 15 for Summer semester** (NURE 215/216)
- TB results must be current through **December 15 for Fall semester**

#### 5) **Flu Vaccine (For Spring Registration Only):**

- A signed declination (Waiver) for the flu vaccine **WILL NOT** be accepted during the Flu season by all clinical facilities.

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- Flu vaccines will be due by **November 14** for all students in clinical in the Fall semester.

#### 6) Professional Liability/Malpractice Insurance Requirement

Policy must cover the student for **\$2 million minimum per occurrence and \$4 million aggregate** and **indicate for RN Student**

- Policy must be current through **August 15 for Summer/December 15 for Fall semester**
- Policy must be current through **May 15 for Spring semester**
- Policy must be uploaded to CastleBranch
- If company requests a letter regarding coverage from Trinitas School of Nursing, please see Applications and Documents/Malpractice Letter on [trinitasschoolofnusing.org](http://trinitasschoolofnusing.org).
- Policies can be obtained through a carrier of choice, this an example:  
Pro Liability: 1.800.375.2764 or [www.proliability.com](http://www.proliability.com)

#### 7) Proof of BLS Provider/CPR through American Heart Association.

- American Heart Association is the only acceptable provider for the CPR requirement
- Must be valid through **December for Fall**
- **August for Summer (NURE 215/216) semester**
- Must be valid through **May for Spring semester**
  - i. American Heart Association CPR card or electronic document
  - ii. If card is not issued yet, provide the letter of successful completion on letterhead of American Heart Association

#### 8) 2024 TRMC Annual Mandatory Education completion (annually within calendar year)

- **Must be completed once a calendar year**
    - Completion of your 2024 TRMC Annual Mandatory Education Requirements has been simplified!!
    - No username or password required!!!!
    - It will take less than 20 minutes to complete.
    - Incomplete and not uploaded will prevent registration
- Instructions:**
- 1) Canvas Community
  - 2) TRMC Annual Mandatory Education
  - 3) Review the 3 brief modules
  - 4) Complete the posttest (20 questions)
    - Question 1: first and last name and NURE number
    - **Last item: electronic signature, screen shot/print page.**
    - **Upload this proof to your CastleBranch tracker\_ TRMC Annual Mandatory Education Program.**

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#### 9) Attestation Page

- Must be downloaded, signed, dated, and indicate **course registering for**.
- Re-upload to Castlebranch **every registration**

#### 10. Code of Conduct

- Must be downloaded, signed, dated, and indicate **course registering for**.
- Re-upload to Castlebranch **every registration**

#### 11. COVID Vaccine and Booster


- Upload proof of full initial COVID vaccination and single booster (if you have received) to include manufacturer and date(s) received


#### 12. Fit Test Card N95 masks (not required by registration date)

- Must be renewed annually at TSON LSC.
- Fit test occurs first week of class in the LSC.
- Upload once you receive your card.

#### 13. LPN License (If enrolled in the LPN-RN Track)

- A copy of your valid unencumbered LPN license must be uploaded to CastleBranch

**How do I know if I must renew a document in CastleBranch, if I see the green checkmark  ?**

- The **green checkmark**  indicates your document was approved and may be current per the document. However, students must adhere to the TSON guidelines of required documents. Acceptable requirements must not expire within the semester, you are registering for. This refers to **TB results, liability insurance, and CPR. See below.**

***\*Please reply to emails from TSON administration regarding due requirements. We are trying to help you!!***

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