

DEPN MANDATORIES INFORMATION

ANNUAL MANDATORIES DUE AUGUST 01

- **Annual Requirement:** Proof of Health Insurance Form and copy of insurance card
- Annual PPD Form
- If you have a history of a positive PPD, include the TB Symptom Checklist
- HIPAA/OSHA Training – Required Annually. [Log in](#) to the Evolve e-Learning Solutions website to complete your training. <https://www.evolveims.com/lms/uvm/default.aspx>
- CPR Certification – Ensure that your CPR certification will remain valid throughout your clinical experience this year. CPR Certifications are valid for two years. If you completed the training during your first year, it should still be valid. You will need to submit a copy of your certification to CastleBranch.
- Criminal background check – As needed by the site.
- Vermont RN license must be kept active and uploaded to CastleBranch
- **ANNUAL REQUIREMENT: Influenza Vaccination, due October 31**

Please submit your mandatories to CastleBranch.

Nursing Graduate Program
College of Nursing and Health Sciences
106 Carrigan Drive, 231F Rowell
Burlington, VT 05405
(802) 656-3452
GradNursing@med.uvm.edu

DEPN Requirements: Annual Mandatories Due

REQUIREMENT:	GUIDELINES:	EXP. DATE	DOCUMENT REQUIRED:	ADDITIONAL INFORMATION:
TB SKIN TEST	TB Skin Test or QuantiFERON Gold test is required.	Annual requirement	Completed on school form	If positive results, one of the following is required: Student with a first time positive PPD must submit the school form AND a copy of the radiology report. Student with a history of positive PPD, must submit the school form AND the TB Symptom Checklist form.
INFLUENZA VACCINATION	Influenza vaccination for current flu season	After 10/1 and before 10/31	Valid for current flu season	Completed on school form or health care provider's form
CPR	One of the following is required: A) American Heart Association Basic Life Support for Health Care Providers OR B) American Red Cross Professional Rescuer ONLY	Certification must remain valid for entire clinical experience	Copy of front and back of CPR certification card	Certification must remain valid for entire clinical experience.
PROOF OF HEALTH INSURANCE	Provide a copy of your current health insurance card AND Proof of Health Insurance form.	If your insurance changes, you are responsible for providing updated information	Copy of insurance card or equivalent AND Proof of Health Insurance form	This is an ANNUAL requirement.
VERMONT RN LICENSE	Vermont license must be kept active		Vermont RN License	License must be uploaded to CastleBranch.
HIPAA/OSHA TRAINING	Complete your HIPAA/OSHA training via the Evolve e-Learning Solutions website at: https://www.evolveims.com/lms/uv/default.aspx	Annual requirement	No need to submit a document as long as you've completed your training online	Training will not be considered complete unless all sections of the training have been completed.

Notes from CNHS – DEPN Program

Please note, some site placements may require additional mandatories such as a physical, criminal background check or drug screening.

If you visit Student Health for your immunization/serology work, you can request a receipt and file it along with the claim to your insurance company.

Please be sure to fill out the top of each form with your identifying information before submitting it to CastleBranch.

It is your responsibility to keep track of whether you have submitted your requirements.

If you know you will be unable to meet the above deadlines for extenuating circumstances, you should schedule a meeting. Email GradNursing@med.uvm.edu



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Name _____
 Student ID # _____
 Date of Birth _____
 Program/Graduation Year _____
 Phone# _____
 Email _____

PPD Form

COPIES OF MEDICAL RECORDS/LABS WILL NOT BE ACCEPTED

PPD - Tuberculin Skin Test
BCG vaccine does not preclude the need for PPD testing or chest x-ray

Date given: _____ Date read: _____ Results (mm): _____

Circle result: pos neg

OR Tuberculin Blood Test

Date given: _____ Circle Result: Pos Neg

IF FIRST TIME WITH A POSITIVE PPD: Please attach a copy of radiology report with results

IF HISTORY OF A POSITIVE PPD:

- 1) Print the TB Symptom Checklist
- 2) Take the TB Symptom Checklist to your appointment and give to your health care provider to complete

**Please note, depending on your site placement, a chest x-ray and/or annual TB symptom checks may also be required if you have a history of a positive PPD*

Licensed Health Care Provider Attestation

By signing below, I affirm that I am a licensed health care provider. I am aware that leaving any required fields blank will result in the student being **unable to progress in his/her major** at the University of Vermont.

 Signature of Licensed Health Care Provider Credentials Date

 Clinic Stamp or Printed Name of Provider Provider Telephone Number

It is MANDATORY that you submit form AND Attachments to CastleBranch

Please note, UVM Student Health will not submit your paperwork for you. You will need to pick up your form and submit it to CastleBranch.

The information included on this form maybe released to the infection control officer and clinical education coordinators at sites where you perform your clinical education experience.



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Name: _____
 Date of Birth: _____
 Program / Graduation Year: _____
 Date: _____

INFLUENZA VACCINE PRE-CLINICAL REQUIREMENT

Influenza Vaccination			
Date Administered	_____	Manufacturer	_____
Lot Number	_____	Expiration Date	_____

Licensed Health Care Provider Attestation		
By signing below, I affirm that I am a licensed health care provider. I am aware that leaving any required fields blank will result in the student being unable to progress in his/her major at the University of Vermont.		
_____ Signature of Licensed Health Care Provider	_____ Credentials	_____ Date
_____ Clinic Stamp or Printed Name of Provider		_____ Provider Telephone Number

It is MANDATORY that you scan and upload this form to CastleBranch
The Center for Health and Wellbeing will not submit your paperwork for you. You will need to pick up your documents and submit them to CastleBranch.

The information included on this form maybe released to the infection control officer and clinical education coordinators at sites where you perform your clinical education experience.



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Name: _____

Date of Birth: _____

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Date: _____

CNHS ANNUAL HEALTH INSURANCE REQUIREMENTS

Proof of Health Insurance Form - Submit this form AND a copy of insurance card ANNUALLY

**The University does not pay medical costs resulting from injury during clinical/practicum rotations or other curricular activity unless this injury is due to negligence of the University. All CNHS students are required to carry their own health insurance. It is your responsibility to resubmit your insurance if there are any changes during the academic year.*

Subscriber/Member ID _____

Primary Subscriber's Name _____

Insurance Carrier _____

Subscriber's Relationship to You _____

It is MANDATORY that you scan and upload this form AND a copy of your insurance card to CastleBranch.

The information included on this form maybe released to the infection control officer and clinical education coordinators at sites where you perform your clinical education experience.

Frequently Asked Questions

General Questions

Q: What are CNHS Mandatories?

A: CNHS Mandatories are college requirements that include proof of immunizations, health insurance, CPR, HIPAA/OSHA training, program memberships, etc. that all students need to fulfill to take part in clinical education. Depending on the requirements of your program and clinical placement site, there may be additional requirements to fulfill such as a physical exam, drug screen, background check or additional PPD test.

Q: How do I submit my documentation?

A: The College of Nursing and Health Sciences partners with an online compliance tracking company called 'CastleBranch' to manage student mandatories. CNHS students submit required records to CastleBranch.com. Benefits associated with this service include secure holding and transfer of personal information, website accessibility 24/7 and lifetime access to personal immunization documents. Once you register and set up your account you will use the same account for the length of time you are in the College of Nursing and Health Sciences. Instructions for submitting your program mandatories in CastleBranch will be emailed to you by your program's assistant. **Note:** UVM's Center for Health and Wellbeing will not submit your documents for you. It is your responsibility to bring the CNHS forms with you to your appointments and to submit your completed documents to CastleBranch.com.

Q: What happens if I can't submit my mandatories by the deadline?

A: It is imperative that you plan ahead to ensure that your mandatories are completed by the deadline. If you fail to submit your mandatories by the deadline, your participation in your clinical experience maybe jeopardized.

It is important to give yourself plenty of time to complete these requirements. Please pay attention to email reminders from your program staff and CastleBranch and take action on requests.

CPR Certification

Q: What CPR certifications will you accept?

A: American Heart Association Basic Life Support CPR Certification or American Red Cross Professional Rescuer.

Q: What if my CPR certification will expire during my clinical education experience?

A: It is your responsibility to be aware of your CPR certification expiration date. Your CPR certification is required to be valid for your entire clinical education experience. If your CPR certification will expire during your clinical, please renew it BEFORE expiration and submit an updated copy of the certification with signature(s) to CastleBranch.

Q: Will you accept the American Red Cross Challenge Exam for my CPR Certification course?

A: No. This is a refresher course and not a certification course.

Q: How do I find out about upcoming CPR classes?

A: UVM offers weekly in-person trainings on campus through the Department of Emergency Management Cat ECare as an option to complete this requirement. It includes **American Heart Association BLS CPR certification**, AED, stop the bleed training, and instruction on the use of Narcan.

Students may submit proof of American Heart Association BLS CPR plus AED certification from an alternate course provider if the certification meets the program requirement and includes an in-person Skill Check. Online CPR courses that do NOT include an in-person Skill Check will NOT be accepted.

Q: How do I register for a CPR class?

A: Information about the Cat ECare CPR training and registration is located on their website at <https://www.uvm.edu/emergency/cat-ecare-training> If you have questions about the training or registration, please contact CatECare@uvm.edu

HIPAA/OSHA Training

Q: How often do I need to complete HIPAA/OSHA training?

A: You are required to complete *annual* HIPAA and OSHA on-line trainings offered by Evolve e-learning. OSHA training includes courses such as Bloodborne Pathogens, and Personal Protective Equipment. Your program may require additional OSHA courses. Information regarding these trainings will be emailed to you by your program's assistant.

Q: What happens if I can't access my coursework once I sign in to Evolve?

A: In order to access your courses you'll need to set your computer to 'allow Pop-Up Windows'. You can do this by going to your toolbar under Tools, Options, and Privacy and Security and making sure that the Block pop-up windows is not selected.

HEPATITIS B VACCINATIONS AND TESTING– READ CAREFULLY

Vaccinations and testing for immunity for Hepatitis B can be a lengthy process because of the time you have to wait between doses and titers. Please do not wait to begin testing for immunity for this requirement.

Ask your healthcare provider to document and initial each Hepatitis B dose and titer on the same CNHS Hepatitis B Booster form and submit each action to CastleBranch.

Q: What is a titer?

A: A titer is a blood test to determine whether a vaccination has provided immunity against the disease. Titer results should be positive to indicate immunity.

Q: What if my first Hepatitis B titer is negative or indeterminate?

A: If you receive a negative or indeterminate Hepatitis B titer result, ask your healthcare provider to revaccinate you with the **Hepatitis B Booster**. One to two months after the booster dose you will need a second titer to test for immunity.

Q: What if my second Hepatitis B titer is still negative or indeterminate after the booster dose?

A: If your second titer is still negative or indeterminate you will need to be revaccinated with the full Hepatitis B vaccine series. The booster is the first dose of the series and two more doses are needed to complete the series. A third titer is again required 1 to 2 months after the final dose to prove immunity.

Timeline for Hepatitis B Initial and Repeat Dosing and Documentation in CastleBranch:

1. Submit 3 initial childhood doses **AND** current titer on the CNHS form to CastleBranch
2. If titer is negative: Receive 4th dose (booster);
3. Receive 2nd titer 1-2 months later. Submit results to CastleBranch.
4. If 2nd titer is still negative or indeterminate, receive 5th dose;
5. Receive 6th dose 4 months from date of 4th dose (booster);
6. Receive 3rd titer 1-2 months after 6th dose. Submit results to CastleBranch.

Ask your healthcare provider to document and initial each Hepatitis B dose and titer on the same CNHS Hepatitis B Booster form and submit each action to CastleBranch.

Q: Should I need to repeat the Hepatitis B series, can I receive Heplisav-B, an accelerated series?

A: Yes, you can receive the 2 dose accelerated series as long as you continue with Heplisav-B throughout the series. Make sure your healthcare provider notes the Heplisav-B on your form. A titer is required 1 to 2 months after the final dose.

Timeline for 2-dose Heplisav-B repeat series:

Receive 1st dose (Heplisav booster);

Receive 2nd titer 1-2 months later;

If 2nd titer is negative or indeterminate, receive 2nd Heplisav dose;

Receive 3rd titer 1-2 months after 2nd Heplisav dose.

Ask your healthcare provider to document and initial each Hepatitis B dose and titer on the same CNHS Hepatitis B Booster form and submit each action to CastleBranch.

Q: Can I see different healthcare providers to complete my Hepatitis B series?

A: Yes. If you plan to use multiple healthcare providers to complete your Hepatitis B series, please ensure that you provide your second healthcare provider with a completed form showing your most recent dose. **If Heplisav-B was given for the first dose it must be given for the 2nd dose and documented as such.** Use the same CNHS form when seeing multiple healthcare providers, but make

sure each dose is initiated by the healthcare provider giving you that dose and titer. When the series is complete have your provider sign the bottom of the form.

Q: What if my Hepatitis B titers keep showing as negative?

A: If you have completed the booster and remaining doses of the series (or two doses of Heplisav-B) and your titers are still negative, you are considered to be a non-responder. Talk with your healthcare provider about precautions to prevent Hepatitis B infection. Please have your healthcare provider note on the form that you have been advised about precautions to take.

Varicella

Q: How do I know if I need a titer?

If you have two documented doses of the Varicella vaccine you do not need a titer. If you have a history of the disease and have not had two doses of the vaccine, you will need a positive titer to show immunity.

Q: My Varicella titer is indeterminate or negative. What should I do?

A: If your Varicella titer is indeterminate or negative, you are required to have two Varicella vaccinations. After receiving the vaccinations, no further action is needed.

PPD

Q: What is a PPD?

A: It is a Tuberculin Skin Test.

Q: If I have a PPD Skin Test and it is positive, what should I do?

A: *First time positive only:* You will need to be assessed to determine why the skin test is positive. Reasons may include previous BCG vaccine, latent TB (exposed, but not active), or active TB. This will require a symptom review done by your healthcare provider and chest x-ray. You will need to submit a copy of the radiology report, the Symptom Checklist form, and the PPD form signed by your healthcare provider to CastleBranch.

Q: If I have a *history* of a positive PPD, what should I do?

A: Do not get another PPD skin test because this will continue to result as a positive. Instead, ask your healthcare provider to perform a TB symptom review. Bring your TB Symptom Checklist form to your appointment for the healthcare provider to fill out and sign. You will need to submit your Checklist in CastleBranch.

Q: What if I have difficulty getting an appointment with my doctor for my PPD?

A: You often do not need a full office visit appointment for the placement and reading of your PPD. Ask if a nurse can place/read your PPD instead and have the nurse fill out the CNHS form. Walk-in clinics and pharmacies will also provide these services.

Influenza Vaccination

Q: Am I required to get a flu shot?

A: Yes, as a CNHS student you are required to receive an **annual** influenza vaccination both to protect yourself, and also to protect the patients with whom you come into contact. Influenza vaccinations should be received in **October/November** in order to protect you through the spring. **Do not submit a flu vaccine given in the previous year.**

COVID-19 Vaccination

Q: Am I required to get a COVID-19 vaccination?

A: Yes, you are required to have an initial series of COVID-19 vaccinations OR have a documented health or religious exemption.

COVID-19 Booster Vaccination

Q: Am I required to get a COVID-19 booster vaccination?

A: Yes, you are required to have a COVID-19 booster vaccination 6 months after the initial series OR have a documented health or religious exemption.

Additional Questions

Q: Is my insurance form and card an annual requirement?

A: Yes, each year you are required to submit the form and a copy of your insurance card to CastleBranch even if your information has not changed. You are also required to submit any insurance changes throughout the academic year to CastleBranch.

Q: How will I know when my mandatories have been completed?

A: Is it your responsibility to keep track of the documents that you submit to ensure you have met all requirements. **You will know your mandatories are complete when all document trackers on your CastleBranch account display a green check mark. Take action to complete any requirement they reject.**

It is your responsibility to coordinate and maintain compliance and record keeping. The program will facilitate coordination to clinical sites, but this does not eliminate the need for you to be able to make available complete and updated requirements at any time.

Q: Which requirements need to be done annually?

A: HIPAA/OSHA training, Proof of Health Insurance (copy of your card), the Health Insurance form, PPD test, and the Influenza vaccine are all annual requirements.

Q: Does CNHS cover the cost of my immunization and serology work?

A: No, it is your responsibility to cover the cost. If you visit the UVM's Center for Health and Wellbeing for your immunization and serology work, you can request a receipt and file it along with the claim to your insurance company. The UVM's Center for Health and Wellbeing will bill your student account for any immunization and serology work you have done.

Q: Who do I contact if I have additional questions?

A:

Mary Hong
College of Nursing and Health Sciences
106 Carrigan Drive
216 Rowell Bldg.
Burlington, VT 05405
Mary.Hong@med.uvm.edu
(802) 656-3452