IOWA | NURSING

Class of May 2026
BSN Checklist

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*This is not a requirement by the college but it may be requested by a clinical agency.

If you have any questions for CastleBranch requirements, please contact Eiko Oka @ eiko-oka@uiowa.edu .

Due Date	Requirement	Details/Resources	Action
April 30, 2024 ☐ **Complete**	Uniform and Equipment Order	Student Nurse Association at the University of Iowa (SANUI) will organize a Uniform and Equipment Event.	Representatives from SNAUI will reach out for the event date, time and location.
May 31, 2024 ☐ **Complete**	CastleBranch Account Setup & Background Check	The College of Nursing has contracted with CastleBranch as a repository for all required documentation related to being a health science student at the College of Nursing. Go to https://login.castlebranch.com/login . Click on the blue box that says "Place Order", put in "**UC19may**" for the package code and click on the blue Submit button. Complete Personal Information and Personal identifiers. At Student Information, put "**Graduating May 2026**" for Classification. There will be a one-time charge of **$110.75**. The form you are filling out is a release of information to process a background check. See "How to place an order, Background Check and Iowa Abuse Registry" for more details. **CastleBranch Resources**: While logged into your myCB account, you can click on the "Need Help?" menu on the top right side of your homepage and get help in a variety of ways: Video FAQ Library, call-in service desk and live chat.	Place an order for your CastleBranch account. **Package Code: UC19may** **Classification: Graduating May 2026**
May 31, 2024 ☐ **Complete**	Iowa Child and Adult Abuse Registry	Login to your CastleBranch account. Go to "To-Do lists" and click Iowa Child and Adult Abuse Registry. Download Iowa Child and Adult Abuse Registry PDF from CastleBranch. Complete the release form electronically or manually and submit it to CastleBranch. See "How to place an order, Background Check and Iowa Abuse Registry" for more detail. NOTE: If the maiden/alias field does not apply to you, please put "N/A". If you don't have middle name(s), please put "N/A" or "NMN", such as "Doe, John, N/A", in the Name field.	Complete the release form and submit it to CastleBranch.

Due Date	Requirement	Details/Resources	Action

July 26, 2024
 	
☐ **Complete**
	Immunizations and Health Screening	Please provide documentation that you have had the following immunizations:
		
		• **MMR (Measles, Mumps & Rubella)** - Proof of two vaccines or positive antibody titer for all 3 components required.
		• **Varicella (Chicken Pox)** –Proof of two vaccines, <u>OR</u> positive antibody titer required. History of disease is not accepted.
		• **Hepatitis B** –UI CON is unique in requiring a titer (blood test) <u>in addition to</u> the vaccination series. You must have documentation of one of the following:
		    ○ Series of 3 vaccinations <u>and</u> a positive antibody titer OR
		    ○ 2 Heplisav vaccinations <u>and</u> a positive antibody titer
		    If your Hepatitis B titer is negative, repeat the series followed by a second titer.
		• **TB (Tuberculosis) Skin Test (TST)**:
		    ○ A two-step TB skin test (TST) or
		    ○ the Interferon Gamma Release Assay (IGRA) (blood test) for TB antibodies
		    See more at Two-Step TST Protocol .
		    Note: A one-step TB skin test will be due ==annually==.
		• **Tetanus** – 1 Td (tetanus/diphtheria) at least every 10 years. You must have documentation of 1 Tdap (tetanus, diphtheria, pertussis) vaccine.
		• **Health Screening Form** signed by a healthcare provider.
		
		Documentation must be provided to CastleBranch **and** to the University of Iowa Student Health.
			Upload your medical records for each immunization to your CastleBranch account in the designated areas.
			
			<u>and</u>
			
			Submit your medical records to Student Health. Visit this link, https://studenthealth.uiowa.edu/especially/health-science-students
			
			Once you have uploaded/submitted your documentation to both CastleBranch and Student Health, you need to check within 3-5 days to make sure your documents have been received and accepted. If not, please contact CastleBranch or Student Health.
			
			CastleBranch Customer Service: 888-723-4263
			
			UI Student Health:
			https://studenthealth.uiowa.edu/
			
			Do not wait until the last minute to gather your documentation for the immunizations, as documentation could be delayed if you need to schedule additional testing, delay in obtaining results, etc. **Start now!**

Due Date	Requirement	Details/Resources	Action
July 26, 2024 ☐ **Complete**	Code Ethics / Behavior Confirmation	Confirms you have read and understand policies/regulations concerning academic and professional behavior as a nursing student at the University of Iowa, as well as the behavior code of ethics for the nursing profession. Form is located in your Document Manager.	Download form, access web sites, read, sign and upload to your My CB account.
July 26, 2024 ☐ **Complete**	Declaration of Patient Information Confidentiality Form	During your experience at the College of Nursing you will encounter confidential patient situations and information. It is your ethical and legal duty to maintain that confidentiality & you must sign off on that obligation. Form is located in your Document Manager.	Download form, read, sign and upload to your My CB account.
July 26, 2024 ☐ **Complete**	NSNA Membership Authorization Form	As a BSN student in the College of Nursing, you will be a member of the National Student Nurses Association. This form with your signature is required in order to proceed with your membership. Form is located in your Document Manager.	Download form, read, sign and upload form to your My CB account.
July 26, 2024 ☐ **Complete**	Indiana Plagiarism Module	To uphold the importance of academic and professional integrity of our Iowa nurses, all nursing students must complete the following plagiarism compliance course: https://plagiarism.iu.edu/ When you have finished this module you will receive a confirmation certificate which you will need to **print and sign**.	Upload your signed confirmation certificate to your My CB account.
July 26, 2024 ☐ **Complete**	Mandatory Reporter Training	Follow the instructions at the Iowa DHS site linked below to create an account or log in to your current account if you've created one in the past. https://lsglm700.learnsoft.com/lsglm/login/iowalogindhs.aspx Complete the following courses (anticipate 2 hours for each course) and upload the certificates to CastleBranch following completion: • Dependent Adult Abuse Mandatory Reporter Training DS 168 or recertification course DS 170	Create an Iowa DHS account. Complete two courses: DS 168 & DS 169, or, if you previously completed the full 2 hour courses & your current certification has not expired, you must complete the 1 hour recertification courses: DS 170 & DS 171. Upload Certificate of Completion for each course to your CastleBranch account.

Due Date	Requirement	Details/Resources	Action
		• Child Abuse Mandatory Reporter Training DS 169 or recertification course DS 171	
July 26, 2024 ☐ **Complete**	Complete UIHC Compliance Training Course	All Nursing students are required to complete Compliance Training required by the University of Iowa Hospitals & Clinics. Login to <u>Compliance and Qualifications</u> using your HawkID and password and complete the following courses: • **H00373 |** Cultural Diversity and Limited English Proficiency (LEP) Plan • **H00403 |** New Hire Orientation • **H00446 |** Domestic Violence • **H00448 |** Patient and Staff Rights and Responsibilities • **H00462 |** Organ, Tissue, and Eye Donation • **H01897** | Annual Combined HIPAA/Fraud, Waste, and Abuse Training • **H02037 or H02038 |** Hospital Safety & Infection Control (if you work at UIHC, you will complete **H02038** • **H02061 |** Nova Meter |Blood Glucose • **H01731 |** UI Stead Family Children's Hospital Orientation	Complete all training modules. Select My Training > My Courses > Past Courses. Select the Records per Page to "Show All". Convert the page to a PDF or take a screenshot and upload to CastleBranch. **Your name** and the **completion dates** of all courses are needed for approval.
July 26, 2024 ☐ **Complete**	Personal Health Insurance	All students in the College of Nursing are required to maintain personal healthcare insurance (or an equivalent alternative care plan) sufficient to satisfy minimum standards of coverage. If you have personal healthcare insurance, you will need to submit a Proof of Coverage. If you wish to purchase health insurance, you can do this also. Both processes are completed on MyUI. If you do not have health insurance coverage <u>or</u> you do not provide proof of coverage then you will be charged a fee for a Student Health Insurance Policy (SHIP) on your U-Bill each month. This fee is nonrefundable. Information about SHIP insurance can be found at: http://hr.uiowa.edu/benefits/health-insurance-graduate-students	Log into MyUI. 1. Select Student Information 2. Select Student Insurance from the Student Life Management Section 3. Select "Start Student Insurance Process"
August 22, 2024 ☐ **Complete**	CPR Certification	CPR is required for all students. <mark>**CPR must be completed after May 1, 2024 in order to be valid**</mark>. We have arranged with the	Upload your CPR certificate to your My CB account.

Due Date	Requirement	Details/Resources	Action
		Emergency Medical Learning Resource Center (EMSLRC) at UIHC to have training available for you on August 19th, 20th and 21st prior to the start of classes. Training cost has historically been $65.00. Participating in this training will ensure that you are compliant with CPR for your entire two years of study in the nursing major. LINK TO RESERVE YOUR SPOT: see the table in the last page. Questions should be directed to the EMSLRC via email at EMSLRC@uiowa.edu If you choose to go elsewhere for your CPR certification, the course must be done face-to-face and completed **after May 1, 2024** to be valid: • For the American Heart Association, the course is called BLS for the Healthcare Provider ** • For the American Red Cross, the course is called BLS for Healthcare Providers **	***The Red Watch Band program DOES NOT meet College of Nursing requirements.* ***CPR training done must be face-to-face – online modules are not accepted.*
August 23, 2024 ☐ **Complete**	Nursing Orientation/White Coat Ceremony	Orientation is mandatory and will take place at the College of Nursing. Location: University of Iowa College of Nursing White Coat Ceremony will be held after orientation. Location: TBD	Save the date for orientation and White Coat Ceremony.
This is not a requirement by the college but it may be requested by a clinical agency.	COVID-19 Vaccination Status	Students will provide **documentation of COVID-19 vaccination status, religious or medical exemption directly to clinical agencies upon request**. The College of Nursing Clinical Program Coordinators, Angela Melsa Worrell and Laura Goddard will assist students in identifying the clinical agencies point of contact for submitting the requested documentation.	

Requirements that need to be completed after orientation

Due Date	Requirement	Details/Resources	Action
October 30, 2024 ☐ **Complete**	Influenza Vaccine	Flu shot requirement – Must be completed after August 31, 2024 and prior to October 30, 2024 Flu shot will be due ==annually==.	Upload documentation to your My CB Account
January 15, 2025 ☐ **Complete**	UIHC Epic Training (Online)	You will receive an invitation email for the UIHC Epic online training the beginning of January 2025. Please click the link in the email and follow instructions to complete the training.	Expect to receive an email and complete the training by the due date.
January 21, 2025 ☐ **Complete**	N95 Mask Fit Testing	This is an ==annual== requirement for labs and clinical placements. Please upload your N95 mask fit testing pocket card or documentation that includes your mask type and size to your CastleBranch account. **Mask fit test must be completed after June 1, 2024.** You may upload the fit test document you receive from your employment if the test is completed after 6/1/2024. SNAUI will organize a N95 mask fit test at the beginning of the second semester. Their testing cost will be relatively inexpensive. Student Health would be another place to complete the fit test but the cost would be more than the SNAUI test.	Representatives from SNAUI will reach out for the fit testing date, time and location. Once you complete the fit test, upload your pocket card or documentation to your My CB Account. ***CAPRs do not meet this requirement.**

EMSLRC-AHA Courses Schedule:

Day	Date	Time	Course	Link
Monday	8/19/2024	8:30 – 10:00	BLS Renewal	https://uihc.enrollware.com/enroll?id=9250752
Monday	8/19/2024	10:30 – 12:00	BLS Renewal	https://uihc.enrollware.com/enroll?id=7814556
Monday	8/19/2024	13:00 – 14:30	BLS Renewal	https://uihc.enrollware.com/enroll?id=7814559
Tuesday	8/20/2024	8:30 – 10:30	BLS Full Provider	https://uihc.enrollware.com/enroll?id=7814565
Tuesday	8/20/2024	11:00 – 12:30	BLS Renewal	https://uihc.enrollware.com/enroll?id=9250730
Tuesday	8/20/2024	13:00 – 15:00	BLS Full Provider	https://uihc.enrollware.com/enroll?id=7814574
Wednesday	8/21/2024	8:30 – 10:00	BLS Renewal	https://uihc.enrollware.com/enroll?id=9250751
Wednesday	8/21/2024	10:30 – 12:30	BLS Full Provider	https://uihc.enrollware.com/enroll?id=7814590