



Required Documentation for MSN Students

The Nursing Program uses a web-based system from CastleBranch to hold students' required documentation for accreditation and clinical compliance. The included flyer from CastleBranch contains instructions to access this system. Some requirements can take a week or longer to complete, so please start collecting this information as soon as possible. **The deadline is two weeks after classes start.**

Background Check and Drug Test

Your background check will be initiated automatically when you register for CastleBranch. They will provide you with instructions to complete your drug test, which may be done at any LabCorp location.

A positive background check means results were found, which include speeding tickets and minor traffic violations. Please wait until you have received your results before reporting whether you have a positive background check. If you do have a positive background check, you must contact the Clinical Coordinator to discuss your results and submit a Positive Background Check Understanding Form.

Required Documentation

Detailed information on these requirements is available in the *Nursing Student Handbook*, pp. 11-16. All necessary forms are provided on CastleBranch.

Requirements are subject to change per FMU, Nursing Program, and/or clinical site policy. The Clinical Coordinator will notify students if any requirements have changed since this packet was published.

Immunizations

- Immunization Form**
Download the blank form for the next four requirements here. You may use the same form for all four requirements, but you must upload it separately to each one.
- Measles, Mumps & Rubella (MMR)**
Either 2 vaccinations or a positive antibody titer for all three components (lab report required for titer).
- Varicella (Chicken Pox)**
Either 2 vaccinations or a positive antibody titer (lab report required for titer).
- Hepatitis B**
Either 3 vaccinations or a positive antibody titer (lab report required for titer).
- Tetanus, Diphtheria & Pertussis (Tdap)**
Documentation of Tdap within the past 10 years, or Tdap any time + Td booster within the past 10 years.
- Influenza or Declination**
Must be for the current flu season (October – March). Submit the form from your healthcare provider or pharmacy. Due October 1 for Fall admission, or with your other requirements for Spring admission.

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TB Skin Test

TB Skin Test

Either a 1-step PPD placed within 3 months before the due date, or a QuantiFERON Gold Flood Test. In case of previous infection, a chest X-ray within the past 3 years is required.

Insurance Coverage

Professional Liability Insurance

Must have \$1 million/\$3 million coverage. Upload the certificate of coverage from your provider.

Health Insurance

Upload both sides of your card in the same file. If your health insurance is not in your own name, please include documentation showing your relationship to the cardholder.

Training and Certifications

RN License

Upload a copy of your current RN license.

Driver's License

Upload both sides of your driver's license in the same file.

CPR Certification

Must be American Heart Association BLS. Sign the back of your card, and upload both sides in the same file. You may submit a letter from your instructor until your card arrives. AHA e-cards are also accepted.

CareLearning Passport

Register at <http://passport.carelearning.com>. After you complete the initial set of courses, you must manually add the following three courses for our local clinical sites:

- Carolinas Hospital System Orientation
- McLeod Health – Student Orientation
- McLeod Student Passport

When you have completed all courses, submit your transcript from CareLearning.

Nursing Program Forms

MSN Student Information Form

Mental and Physical Eligibility Checklist

Demographic Form

Latex Questionnaire

Student Affirmation Form

Honor Code for the Use of MEDs in the Clinical Area

Clinical Site Forms

McLeod Non-Employee Authorization

McLeod Health Confidentiality and Safety Agreement

CHS Student Confidentiality Form

CHS Student Orientation Form

If you have any questions about your documentation requirements, please email
Mr. Benjamin Johnson, clinical coordinator (bmjohnson@fmarion.edu)