

Pacific Union College Nursing Program

Clinical Clearance Requirements for AS Degree Nursing Students (Initial and Ongoing)

The following items are required of all AS Degree Nursing Students in order to obtain Clinical Clearance. Please begin working on these items ASAP after program orientation as they must be complete and verified by the Nursing program no later than:

- September 1st for fall quarter
 - December 1st for winter quarter
 - March 1st for spring quarter
 - January 1st for LVN-RN
1. **Background Check and Drug Screen:** A clear background check and clear drug screen are required of all students entering the program. Screenings are completed through CastleBranch. (See below)
 2. **Health Clearance:** (See – *Health Clearance Requirements for Nursing Students*) Submit documentation to CastleBranch.
 3. **HealthStream Educational Modules:** Purchase and complete the required HealthStream modules prior to the start of the first clinical course and annually thereafter. Submit transcripts to CastleBranch. (See – *HealthStream*)
 4. **CPR for Healthcare Professionals:** An e-card showing successful completion of an American Heart Association *Basic Life Support Provider (BLS)* class. CPR must remain current throughout the program. Submit documentation to CastleBranch.

CastleBranch

Pacific Union College – Nursing has partnered with CastleBranch to manage and track your time-sensitive school and clinical requirements. The background check, drug screen, and submission of clinical clearance documents are all done through CastleBranch.

Because requirements must be complete and verified in advance of your first term, please start this process as soon as possible. Drug screen results may take up to 4 weeks to be verified, and the documents you submit must be reviewed and verified. **Your CastleBranch “To-Do” list should be completed as soon as possible.**

Order instructions for Pacific Union College Nursing

1. Go to portal.castlebranch.com/pm86
2. Place order
3. Package Selection:
 - a. Nursing – **PB52allas**: Background Check, Compliance Tracker, & Drug Test
4. Read and complete each page, selecting continue at the bottom of each page
5. The following is additional information that you will need
 - a. Personal Identification Number (PIN): **7-digit PUC Student ID Number**
 - b. Designation: **Undergraduate**
 - c. Expected date of graduation: **03:21**
 - d. Classification: is the term you will start the program (i.e. **spring 2019**)

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements. You will return to your account by logging into portal.castlebranch.com/pm86. The PUC N&HS Department has a secure portal to view your compliance status and results.

Payment Information

No payment is required to process your order; the cost is included in course fees.

Contact CastleBranch

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

Criminal Background Check and Drug Screen

All students are required to undergo a criminal background check and drug screen prior to participating in required clinical experiences. A valid social security number is required for this process. Both the criminal background check and the drug screen must be completed satisfactorily as determined by the Department of Nursing & Health Sciences prior to beginning any clinical experience. Students are responsible for all costs associated with criminal background check and drug screening. Students must further agree that all results are available to the program and the clinical sites associated with the program. Should a clinical agency refuse to place a student based on the outcome of either the background check or the drug screen, the program has no responsibility for arranging alternate clinical placements.

Criminal Background Check: Students must clear a criminal background check before finalizing admission to the nursing program. Failure to undergo the background check will result in dismissal from the program. If the background check indicates criminal behavior the student may be dismissed from the program. Students may appeal the decision and will have the opportunity to present information to dispute the background check. Determination by the Department that a student has passed the criminal background check does not guarantee that every clinical facility will accept this assessment and allow the student to participate in clinical experiences. A student who has a gap in continuous enrollment in the program may be required to undergo another criminal background check prior to readmission into the program.

Drug Screen: Students must clear a urine drug test before finalizing admission to the nursing program. Failure to undergo the drug test will result in dismissal from the program. If the student fails the test, the student will not be admitted to the program. If a student contests the results of a test, the student has the right to request that the sample be retested at a second location (provided that the request is made and the second drug test is completed within seven (7) days after the results of the failed test).

Readmission. Should the Department obtain evidence of criminal behavior and/or drug use after a student has been cleared for admission into the program, the student may be dismissed from the program. Readmission into the program may be considered in the sole discretion of the Department if a subsequent background check shows a clear record, or the student follows a treatment plan developed in collaboration with Student Health Services and the Counseling Center and clears subsequent random urine drug testing.