

# Nursing Assistant Pre-Clinical Health Record Requirements

Submission of Health Records and  
Caregiver Background Checks are  
completed at [www.castlebranch.com](http://www.castlebranch.com)

# Why?

- NWTC must provide verification to every clinical site
  - Indicates that all students have met the minimal health requirements as determined by each facility
  - Instructor completes and signs an Affiliation Verification Form listing all students that will be at their facility
  - Some facilities also require copies of students TB tests, immunizations and laboratory tests
  - Your clinical training could be cancelled if you have not satisfied all requirements



# TB Testing

- 2-step TB testing is needed

This means TWO COMPLETE TESTS: Injection is given; 48-72 hrs later, site is examined and reading is documented. No sooner than 1 week (7 days) and no longer than 3 weeks, that process needs to be repeated.

- If TB testing done annually by employer, submit documentation of the past two consecutive years (tests cannot be more than 13 months apart)
- Documentation of TB tests must include the following:  
Agency, clinic or employer that administered test, Date test given, Date test read, result of test, and signature of authorized reader



# TB Testing con't

- Single blood assay test IGRA (Quantiferon Gold or T-Spot) Annual single TB skin test or blood assay test thereafter.
- If positive TB skin test, get QuantiFERON Gold, T-Spot Blood Test or Chest X-ray. If Quantiferon Gold or T-Spot is positive then must have clear chest x-ray. Annual signs and symptoms questionnaire must be submitted after chest x-ray. Repeat chest x-rays are not needed unless symptoms or signs of TB disease develop per annual TB screening questionnaire.

# TB Testing Locations

- Your TB testing can be done by any Healthcare provider of your choosing. Some low cost options include the N.E.W. Clinic located on the Green Bay campus, your county public health office, and Bellin Occupational Health solutions sites.

## **N.E.W. Clinic at NWTC is located in Room HS211 Phone # (920) 498-5436 (2<sup>nd</sup> floor of Health Sciences Center)**

- TB Skin Tests are available for a \$5.00 charge through the N.E.W. Clinic at NWTC. The Clinic schedules appointments 24 hours in advance:
- An appointment is needed to have the TB Skin Test administered on a Monday or Tuesday from 7:30 am - 12:00 pm or 1:00 - 5:00 pm.
- A second appointment is needed to have the test read (48 hours later) on a Wednesday or Thursday from 7:30 am - 12:00 pm or 1:00 - 5:00 pm.
- If a student is pregnant, she needs written approval from her physician before receiving the TB Skin Test at the N.E.W. Clinic.
- The clinic is closed on Fridays.





# Accepted Immunization Records

- CastleBranch only accepts authenticated documentation of your immunizations. That would include a printout from an electronic medical record, a card issued by a county public health agency or documentation of immunizations given by your employer or the military.
- The Wisconsin Immunization Registry is an on-line listing of immunizations you have received. The web address is: [www.dhfswir.org](http://www.dhfswir.org)
- Please note: CastleBranch cannot accept a printout of immunizations from a school record.

# Hepatitis B

- Provide proof of having started the series or completed it.
- Documentation of immunizations does not need to be on this form if you have other proof such as a printout from MD office, an employer or the WI Immunization Registry.
- If no proof of these immunizations, a Waiver is offered. Signing this Declination does not affect your clinical site assignments.

**HEPATITIS B  
DOCUMENTATION FORM**

Name \_\_\_\_\_ Program \_\_\_\_\_  
(please print)

**COMPLETE THE SECTION WHICH PERTAINS TO YOU**  
Return completed form to Student Health Services Office – Room HS301B)

I have already received the Hepatitis B vaccination. (Documentation required)

Dates: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ Titer \_\_\_\_\_  
(attach results if already done)

Signature of Agent/Agency providing: \_\_\_\_\_  
Date: \_\_\_\_\_

**HEPATITIS B VACCINATION DECLINATION**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine, at my expense. However, I decline the Hepatitis B vaccination at this time. I understand that by declining the Hepatitis B vaccine I continue to be at risk of acquiring Hepatitis B as a serious disease. If, in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at that time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3/24/10

# Annual Flu Shot

- Mandatory Vaccine to be received in fall prior to any clinical rotation during 'Flu Season'.
- The instructor would share with you during the first class if the flu shot is needed.
- Further instructions about when and how to receive this annual vaccine will be shared by your instructor as soon as the annual vaccine becomes available.
- You will need to supply your instructor documentation of receiving the vaccine.







# Frequently asked Questions

**Q.** How do I know if I've satisfied all the requirements?

**A.** *Monitor your account on CastleBranch. They will send you notice by email if anything is questionable or rejected. Please contact CastleBranch with any questions at their student support number: 888-723-4263. If they cannot answer your questions, CastleBranch will refer you to a NWTC Specialist.*

**Q.** How soon do I need to turn in this information?

**A.** *This is part of the admission process. Please complete prior to registering for a class.*





# Additional Information

- Caregiver Background Checks (CBC) is good for 4 years for all Health Science and Education Programs. Students are responsible to inform us of any changes.
- If starting a new program contact Student Support at 888-723-4263 to have your Background Check account moved to the new program.
- Background Information Disclosure form (BID) must be completed at the time of Background Check. Form is available on the website at [www.castlebranch.com](http://www.castlebranch.com).
- As a reminder, **please contact Student Support at 888-723-4263** with all questions regarding your Background Check and Health Record accounts.
- If you do not have access to a scanner, you can email/fax CastleBranch your required documentation. Please call their student support at 888-723-4263 for information on the process.
- For scanning assistance, please see the Green Bay Campus Library or your local NWTC campus/center.



# Contact Information

- CastleBranch at [www.castlebranch.com](http://www.castlebranch.com) or  
**888-723-4263**
- **Janna (CBC's/Health Records):** 920-498-6945  
Email: [cbc@nwtc.edu](mailto:cbc@nwtc.edu)
- **Carolyn (general program questions):**  
920-498-6985 or [carolyn.debaker@nwtc.edu](mailto:carolyn.debaker@nwtc.edu)

