



# UT Tyler Undergraduate Nursing

## CastleBranch Setup Instructions

If you have applied to the program, but have not yet been accepted, please do **not** purchase CastleBranch yet. Instead use the [one-page checklist](#) to start collecting the documents you will need for requirements 1-8 on the checklist. Refer to this document for more details about those specific requirements.

Once you have been accepted (or conditionally accepted) to the program, create and pay for a [Castle Branch](#) account (*if you use this link you will not need a package code*). For questions about Castle Branch, contact the BSN Clinical Experience Liaison, Janice Miles MSN, RN-BC at [jmiles@uttyler.edu](mailto:jmiles@uttyler.edu)

Complete all items listed for CastleBranch. The only exception is the Influenza (Flu) Vaccine that is seasonal and may or may not be required depending on which semester you start.

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## Hepatitis B (Hep B)

Note: The Hepatitis B requirement takes the longest of all the immunization requirements to meet. **Please start on this process early!**

There are multiple variables in how to complete this requirement. For detailed instructions and options see the [nursing student policies website](#) and select “2.3 Immunizations and Documentation Requirements – Undergraduate.”

Assuming you completed the three-dose series that is a standard part of infant immunizations, start with obtaining a serological (blood) test of immunity (also known as a titer). There are three different titers available for Hepatitis B and they all measure something totally different. The only one you need is the “Hepatitis B Surface Antibody” titer. It is sometimes referred to as HBsAb or anti-HB.

Below is a guideline summary once you have a titer result. If titer results are negative, the Heplisav-B “two-dose series” is recommended since it can be completed quicker. Note: not all clinics carry the Heplisav-B two-dose series, so verify what is available at your clinic when making an appointment. You can also go to the UT on-campus clinic <https://www.uttyler.edu/clinic/>. Please refer to the policy for additional details.

If positive titer	If negative titer, choose from 2 below options	
Submit proof of positive titer  <i>(recommend also submit proof of vaccine series)</i>	2 dose series of Heplisav-B (doses 1 month apart)  *Optional repeat titer 1 month after first dose ( <u>if positive do not need to complete series</u> )  Repeat titer 1 month after last dose ( <u>if did not do optional titer 1 month after first dose, or if titer result was negative</u> )  **Around <u>2</u> months for complete process**	3 dose series of Engerix-B or Recombivax HB (doses at 0, 1 & 6 months)  *Optional repeat titer 1 month after first dose ( <u>if positive do not need to complete series</u> )  Repeat titer 1 month after last dose ( <u>if did not do optional titer 1 month after first dose, or if titer result was negative</u> )  **Around <u>7</u> months for complete process**
For either of above options, submit as outlined below based on titer results: <ul style="list-style-type: none"> <li>• <u>If positive titer</u>, submit positive titer results (<i>recommend also submit proof of completion of vaccine series</i>)</li> <li>• <u>If negative final titer</u> (repeated entire series and titer still negative 1 month after final dose in series), submit proof of each of the following:               <ul style="list-style-type: none"> <li>○ Completion of “initial” vaccine series (typically as an infant)</li> <li>○ Initial negative titer</li> <li>○ Completion of “second” vaccine series</li> <li>○ Final negative titer 1 month after last vaccine in series</li> <li>○ Provider statement that you are considered a “non-responder”</li> </ul> </li> </ul> <p>Note: if you are a non-responder, see <a href="#">recommendations from Immunization Action Coalition</a> regarding risks associated with being a non-responder.</p>		

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## Tuberculosis (TB)

Note: CDC currently recommends if you have started but not completed the COVID vaccine series, to wait 4 weeks after completion of the COVID vaccine process get TB skin testing or blood testing. If you have not yet obtained the COVID vaccine and plan to, you are encouraged to get the Tb skin test first to not delay the process.

**For non-international students, one of the following is required:**

- Two-step PPD Mantoux tuberculin skin test (TST) with both results being negative. “Two-step” means two separate TST tests completed preferably 1-3 weeks apart, or at least 1 week apart and no more than 12 months apart.

OR

- A single negative blood assay test QuantiFERON (QFT) or T-Spot. Note: blood test is required for students who received the BCG vaccine, optional choice for all other students.

For positive results, refer to the [nursing student policies website](#) and select “2.3 Immunizations and Documentation Requirements – Undergraduate.”

**Renewal will be set for 1 year.**

For renewal options see above link to policy website.

**For International students:**

International Student Services (ISS) supports all F and J visa international students who attend UT Tyler for academic study) and students that originate from a country that is defined as high burden for TB <http://www.stoptb.org/countries/tbdata.asp>

Does the TB screen hold apply to me?- <https://www.uttyler.edu/oip/tb-clearance.php>

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## Measles, Mumps, & Rubella (MMR)

Submit proof of either prior completion of vaccine series (2 doses required) **OR** positive titer (for all three components).

Titer is recommended only if there is no proof of having completed the series (for example you lost your vaccine records and cannot obtain them). If you have no proof of completion of vaccine series, submit proof of positive titers. If the titer result of any of the 3 components (measles, mumps or rubella) are negative or equivocal, you are required to complete the 2 dose vaccine series and submit proof of the 2 dose vaccine series.

Note: there is no time limit on how recent the proof of vaccinations (or titer) must be, proof of immunizations as a child is acceptable.

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## Varicella (Chicken Pox)

Submit proof of any one of the following options: prior completion of vaccine series (2 doses required) **OR** positive titer **OR** diagnosis/verification of a history of varicella or herpes zoster (shingles) by a healthcare provider.

Titer is recommended only if there is no proof of ever having completed the series (for example you lost your vaccine records and the clinic you received the vaccines from no longer exists). If you have no proof of completion of vaccine series, submit proof of positive titers. If the titer result is negative or equivocal, you are required to complete the 2 dose

vaccine series and submit proof of the 2 dose vaccine series.

Note: there is no time limit on how recent the proof of vaccinations (or other documentation) must be, proof of immunizations as a child is acceptable.

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## Tetanus, Diphtheria, and Pertussis (Tdap)

Submit documentation of at least one Tdap vaccine and proof of tetanus containing vaccine (Tdap or Td) within the past 10 years. The renewal date will be set 10 years from the administered date.

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## Influenza (Flu)

Students enrolling in nursing school for Summer or Fall semesters are not required to obtain the flu vaccine until the flu vaccine for that year becomes available (typically becomes available in September or October and **will be due by October 31**). You will receive a waiver to upload to CastleBranch to excuse you from that requirement until October.

Students enrolling in nursing school for the Spring semester must show proof of having obtained that flu season's vaccine.

Renewal date will be set to October 31 each year.

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## COVID-19

UT Tyler as a university does not mandate the COVID-19 vaccine. However, since all clinical healthcare facilities (hospitals and clinics) are required by Centers for Medicare and Medicaid (CMS) to mandate the COVID-19 vaccine (or approved religious or medical exemption), nursing students must also comply to be able to conduct required clinicals. We are monitoring news about potential cancellation of the requirement by CMS and the hospitals response.

Requirement options:

- 1) completion of vaccine series (any one of the following)
  - a. one dose of J&J Jansen
  - b. two doses of Pfizer, Moderna or Novavax original monovalent version of the vaccine
  - c. one dose of the new Pfizer or Moderna bivalent version of the vaccine.
- 2) **OR** receive approval of medical or religious exemption.

Request for medical or religious exemptions can be found on the policy website [https://www.uttyler.edu/nursing/college/student\\_guide\\_and\\_policies.php](https://www.uttyler.edu/nursing/college/student_guide_and_policies.php) Note: CastleBranch will reject the exemption request submission since they are not authorized to approve it, this is normal. You need to email the BSN Clinical Experience Liaison, Janice Miles MSN, RN-BC, at [jmiles@uttyler.edu](mailto:jmiles@uttyler.edu) when you submit an exemption request to CastleBranch to be added to the list for selected faculty to review. Once your exemption has been reviewed and approved by the School of Nursing the status will be updated in CastleBranch

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## BLS Certification

Submit your current Basic Life Support (BLS)

**Must be a BLS course designed for healthcare providers.** Must be an American Heart Association or American Red Cross course.

“HeartSaver” or other non-healthcare provider level BLS courses are NOT acceptable. Courses from other companies that use AHA guidelines but do not result in either an AHA or American Red Cross card are NOT accepted

Renewal date will be based on expiration of certification.

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## Health Insurance

Submit a copy of your current health insurance card OR proof of coverage.

Verification of coverage provider is required if the name on the document does not match.

Renewal date will be set to 1 year from date of upload.

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## Student Handbook and UG Affirmation Form

Please go to the [Nursing Student Guide and Policy website](#), then complete the following steps

- From the top of the webpage under the “Guide” section download and review the **Nursing Student Guide**.
- From the bottom of the webpage under the “Appendices/ Forms” section, print and sign item 9.7 **Undergraduate Acceptance Affirmation Form**.
- Upload the signed **Undergraduate Acceptance Affirmation Form** to CastleBranch.

## Drug Screening

You will receive your drug test registration form within **24 business hours** of your CastleBranch order placement as a download from your Drug Test requirement in your To-Do List. It can be viewed by clicking the blue plus signs OR you may receive your registration form by email.

Email registrations will appear in your inbox with the sender as “Support” and the subject “Form Fox Authorization” OR with the sender as “OTSWebApp” and the subject “Drug-screen Registration.”

Ensure you check your SPAM filter, as messages may be redirected based on your security settings. Contact CastleBranch Service Desk if it has been more than 24 business hours and you have not received your registration form.

Review [SON Substance Abuse / Drug Testing Policy](#).

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## BON Background Check and Blue Card

Applicants' names will be submitted to the BON by the School of Nursing at UT Tyler after the application deadline. The BON shares applicant email addresses with IdentoGO. IdentoGO will send an email with instructions regarding fingerprints and background checks. The whole process takes at least 4 weeks; please follow instructions carefully.

Applicants will not be able to complete the background check process until *after* the BON has received and processed the applicant's name and information. The email from IdentoGO indicates the completion of that step and signals an applicant's ability to move forward with fingerprinting.

If an applicant has not received an email from IdentoGO within three (3) weeks of the application deadline, check that the email was not directed to a SPAM or junk folder. If no email has been received after that time, applicants should consult their academic advisor.

Once received, please submit a copy of your Texas Board of Nursing (BON) Blue Card to CastleBranch.

If you received an Operations outcome letter from the BON in lieu of a Blue Card, please submit that letter to CastleBranch.

Note: for students who previously completed a background check, the BON will

determine if the prior background check is recent enough to be accepted. If the BON accepts the prior background check, the BON will send the student a new blue card instead of setting the student up through IdentoGO. Upload the new blue card to CastleBranch.