



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 Jennifer Reed at jenniferreed@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.

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 [School of Nursing \(SON\) 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 the quickest. Note: not all clinics carry the Heplisav-B two-dose series, so verify what is available when making an appointment. You can also go to the [UTT on-campus clinic](#) or use the [Find a Pharmacy](#) to find a local pharmacy that provides Heplisav-B. Refer to the policy for additional details.

If positive titer	If negative titer, choose from 2 below options	
Submit proof of positive titer	2 dose series of Heplisav-B (doses 1 month apart) *Optional repeat titer 1 month after first dose (<i>if positive do not need to complete series</i>) Repeat titer 1 month after last dose (<i>if did not do optional titer 1 month after first dose, or if titer result was negative</i>) **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 (<i>if positive do not need to complete series</i>) Repeat titer 1 month after last dose (<i>if did not do optional titer 1 month after first dose, or if titer result was negative</i>) **Around <u>3</u> months for complete process**
For either of above options, submit as outlined below based on titer results: <ul style="list-style-type: none"> • <u>If positive titer</u>, submit positive titer results • <u>If negative final titer</u> (titer still negative after completing the series twice), submit proof of each of the following: <ul style="list-style-type: none"> ○ Completion of “initial” vaccine series (typically as an infant) ○ Initial negative titer ○ Completion of “second” vaccine series ○ Final negative titer 1 month after last vaccine in series ○ Provider statement that you are considered a “non-responder” ○ Contact Dr. Janice Miles jmiles@uttyler.edu to review your documentation. <p>Note: if you are a non-responder, see recommendations from Immunization Action Coalition regarding risks associated with being a non-responder.</p>		

Tuberculosis (TB)

Note: if you plan to get the COVID-19 vaccine or any live virus vaccines (MMR or Varicella), the Tb skin test should be done first to not delay the process. Otherwise the TB test should be done 1 month after the vaccine(s).

One of the following is required:

- Two separate PPD Mantoux tuberculin skin test (TST) with both results being negative (two TSTs 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, notify Dr. Janice Miles at jmiles@uttyler.edu

Renewal will be set for 1 year.

The annual requirement is a single tuberculin skin test or blood assay. For positive results, notify Dr. Janice Miles at jmiles@uttyler.edu.

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. Students who received the BCG vaccine are to complete the QuantiFERON (QFT) blood TB test. For positive results, notify Dr. Janice Miles at jmiles@uttyler.edu

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 the vaccine series, submit proof of positive titers. If the titer result of any of the 3 components (measles, mumps, or rubella) 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 titer) must be, proof of immunizations as a child is acceptable.

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 having ever completed the series (for example, you lost your vaccine records, and the clinic from which you received the vaccines no longer exists). If you have no proof of completion of the 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.

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 (Tdap within the last 10 years fulfills both requirements). The renewal date will be set 10 years from the administered date.

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**). Download and complete the waiver on the [SON Policy website](#) 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.

COVID-19

Requirement options:

- Submit documentation of an 'initial dosing' of COVID-19 vaccine (any one of the following)
 - one dose of J&J Jansen (dated 2020 – 2021)
 - two doses of Pfizer, Moderna or Novavax original monovalent version of the vaccine (dated 2020 – 2021)
 - one dose of any updated or current version of the COVID-19 vaccine (dated 2022 or after).

OR

- Completed COVID-19 vaccine waiver found on the [SON Policy website](#)
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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.

Student Handbook and UG Affirmation Form

Please go to the [SON 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.
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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.

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](#).

BON Background Check and Blue Card

The School of Nursing at UT Tyler will submit applicants' names to the BON after the application deadline. The BON shares applicant email addresses with IdentoGO, which will then send an email with instructions regarding fingerprints and background checks. The whole process takes at least four weeks; please follow the instructions carefully.

The email from IdentoGO 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 (both sides) or outcome letter to CastleBranch.

Note: for students who previously completed a background check, 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.