



Northwestern College  
**VIOLET L. SCHUMACHER**  
School of Nursing

Castlebranch Information

Welcome! The following are processes for your admissions requirements for taking nursing courses. Your courses may have clinical and lab components. Please follow the checklist below to complete your Castlebranch account. Documents required are listed below. You must be compliant with all Castlebranch requirements throughout the nursing program.

**Official Transcripts**

All nursing students are required to provide official transcripts from any previous higher education institutions to the Northwestern College Records Department to have any previously evaluated transfer credits officially transcribed before they can be fully admitted to the nursing program. **\*Must have completed General Education and Science Courses, refer to Nursing Curriculum\***

**BLS/CPR for Healthcare Provider card from the American Heart Association**

Students are required to have a BLS/CPR for Healthcare Provider card from the American Heart Association (Please see the FAQ below for more information). Please submit a copy of the card (front and back).

**\*\*All students must have an up-to-date BLS/CPR card through the entire program.\*\***

**Communicable Disease Form**

It is mandatory that all students complete this form and are current with the required vaccinations/immunizations in order to start the nursing program. Documentation demonstrating immunity must be provided prior to starting the nursing program. **A PHYSICAL EXAM PERFORMED BY YOUR MEDICAL PROVIDER IS ALSO REQUIRED.**

**Health Insurance**

All nursing students are required to provide proof of their **own primary health insurance**. Northwestern College does not provide health insurance coverage at any time, including while students are in the clinical setting. Please submit a copy of the policy to the Dean of Nursing, in one complete packet along with a copy of your BLS/CPR card (front and back), your completed communicable disease form and a copy of your liability insurance policy.

**Liability Insurance**

All nursing students are required to provide proof of nursing **liability insurance**. You may select one of the following, or choose an agency of your own. Your liability insurance must be up to date (yearly). Please submit a copy of the policy to the Dean of Nursing, in one complete packet along with a copy of your BLS/CPR card (front and back), your completed communicable disease form and a copy of your health insurance policy.

- [www.nso.com](http://www.nso.com)
- [www.Proliability.com](http://www.Proliability.com)
- <http://allnurses.com/legal-nursing/need-help-student-116365.html>.
- [www.nursingworld.org](http://www.nursingworld.org)

## ☐ Criminal Background/Drug Screen/Immunizations

Obtain a criminal background/drug screen at [www.castlebranch.com](http://www.castlebranch.com). The fee is \$152.00 and is paid directly by the student. Look for **Package Code: NA37**. Please print out your confirmation number.

The following are included:

- Residency History
- IL Child Abuse Registry-CANTS
- Nationwide Sexual Offenders Registry
- Unlimited Out of State/Country Criminal Record
- Certified 10 Panel Drug Urinalysis
- Electronic immunization recording
- HIPAA/OSHA e-learning
- Immunization Records
- **Proof of COVID-19 vaccination - COVID-19 vaccination required per Illinois Mandate**

To obtain your certified 10-panel drug urinalysis you must call [Quest Diagnostics](http://QuestDiagnostics.com) at 800-877-7484 and find the location nearest you (Quest Diagnostics Forensic Drug Testing Custody and Control Form included).

If you have any questions regarding your criminal background/drug screen, please call Castle Branch customer service at 888-850-4314.

## *Frequently Asked Questions*

### **When is the packet due?**

- The packet is due week 10. Please contact your nursing coordinator for specific dates.

### ***Basic Life Support/CPR Card***

#### **Can you get any basic BLS/CPR card?**

- Your BLS/CPR **MUST** be current, Healthcare Provider level, and from the American Heart Association. Anything else will not be accepted.

#### **Where can I get a CPR card?**

- American Heart Association BLS for Healthcare Provider Training  
Topics Covered: Adult-Child-Infant CPR/AED  
Training with Bagmask and Choking  
Individual Cost: \$50.00

## ***Communicable Disease Form Summary***

Proof of Immunizations for tetanus, diphtheria and pertussis (TDAP); titer levels demonstrating proof of immunity for rubella, rubeola, mumps, and varicells. Titer level demonstrating proof of immunity for hepatitis B or proof of obtaining vaccine series if non-immune to hepatitis B; 2-step TB test or negative chest x-ray (within the last 6 months) for positive results.

*All laboratory blood titers results must be within the last 2 years from the last blood draw date in order to be considered for admission.*

Refer to Communicable Disease Form for additional information regarding health requirements:

- **TB test**- Yearly/Annual from last TB date
- If you are unable to have a TB test due to a past positive result, you must provide documentation (chest x-ray results) from your Physician and complete the annual student tuberculosis survey located in the Nursing office. Chest x-rays are valid for two (2) years from the date of the lab report
- **CPR**- Every 2 years (**American Heart Association Basic Life Support CPR Healthcare Provider Certification**)
- **TDAP** (Tetanus, Diptheria & Pertussis vaccine) – Every 10 years from the last Tdap
- **Hepatitis B**- A series of three (3) vaccinations or show documentation of immunity
- **Flu Shot**- Yearly; During flu season only
- **Health and Professional Liability** – Initially and/or when you change insurance companies

## ***Certificate of Liability Insurance***

### **What is the liability insurance?**

- This insurance protects you while you are at our clinical sites.

### **My next quarter I am taking General Education classes. Why do I have to buy this insurance now?**

- The Liability Insurance is part of the Nursing Admission Packet and you need to have it in order to be fully admitted to the Nursing Program. However, most insurance companies will ask the date you wish to have the insurance activated. The date you should use would be the 1<sup>st</sup> day of the quarter when you anticipate starting your Nursing Fundamentals course.

### **Do we have to pick a provider from the list in the packet?**

- No. Many of our students get their insurance from NSO.com, but you are welcomed to use any insurance company that you are comfortable with.

### **How much is this insurance?**

- This insurance costs about \$40 for a year's worth of coverage, but this may vary depending upon coverage and insurance companies.

### **What kind of quote should I get?**

- Make sure that you obtain a quote for REGISTERED NURSE STUDENT. If you get an incorrect quote, it may give you a premium much higher than you anticipated.

### ***Criminal Background Check/Drug Screen***

#### **I am registered with the state and have a background check and drug test. Can I use that?**

- Unfortunately, no. Your background check and drug screen **MUST** be completed through [www.castlebranch.com](http://www.castlebranch.com).

#### **I just need to register on [www.castlebranch.com](http://www.castlebranch.com), right?**

- Once you have created a profile and registered on [www.castlebranch.com](http://www.castlebranch.com), there will be additional steps that you will need to take in order to complete your background check and drug screen. You must log in periodically to check if there are updates in your inbox that need attending to, as there are time limits on some updates.

#### **Where can I submit my specimen for the drug screen?**

- The drug screen is conducted through Quest Diagnostics. You can call 1-800-877-7484 to find the closest location nearest you to submit your specimen.

***Please do not hesitate to contact us if you have questions.***

Jason Jones

***Nursing Coordinator***

Jjones7561@nc.edu

708-237-5050 x 2817