CastleBranch myCB is a web-based software service. You will purchase an account (place your order) with this service and use it to submit, have reviewed, and store your health and CPR documentation. You will also need to complete your OSHA & HIPAA eLearning course and submit the certificate of completion. In addition you will need to get the required annual background check (fingerprinting) and annual urine screen test.

It is recommended that you save and/or print this page for future reference.

Start Here: [http://www.xavier.edu/nursing-school/Current-Students.cfm](http://www.xavier.edu/nursing-school/Current-Students.cfm) to get to the Current Students website, then click on the Sophomore Clinical Packet or Year 1 MIDAS Clinical Packet. You will find instructions for placing your CastleBranch order, information on other items to order, health forms, the XU CPR registration form and the uniform policy.

Some important CastleBranch tips:


- **Cost $50** – ONE TIME fee paid at the time you place your order
- **Cost $73.00** – yearly fee for annual background check
- **Cost $37.00** – yearly fee for annual urine drug screen
- **Cost $15.00** – ONE TIME fee for annual OSHA training

**Forms/verification:** Forms are in the packet and accessible on each requirement of your CB To Do list. It is recommended that you use the XU forms provided in the Sophomore & MIDAS clinical packets on the Current Student website - [http://www.xavier.edu/nursing-school/Current-Students.cfm](http://www.xavier.edu/nursing-school/Current-Students.cfm). If using your healthcare provider's document, ensure all required vaccines are included.

**Submitting documents:** Scan or photo documents, browse, download, then click SUBMIT (orange button). You will need to download/submit your immunization record multiple times, once for each immunization (MMR, varicella, Hep B, Tdap). To submit two docs to same requirement (Both sides CPR card or health ins. card), download one side then download the other side and then hit SUBMIT after both are downloaded.

**eLearning:** Read the instructions carefully. Your password does not automatically populate and you are instructed to enter chengena as your password and then you have the opportunity to create a new password. Enter your CastleBranch password so both are the same. After completing the training, access your certificate (check Assignments?) and download/logout that for review.

Click **Need help?** for lots of help options – click TO DO for a list of FAQ related to submissions. Also at Need help? Are options for phone and live chat assistance.

If you get a rejection, read carefully what you need to do to resolve it. If you think they rejected your submission in error, contact us.

**TIPS:**

- Wait to get your TWO STEP TB test or QuantiFERON Gold until the end of Spring semester of your Freshman year so it will be valid throughout the year. In subsequent years, get the ONE-STEP TB test or QuantiFERON Gold test in the summer. If you need a chest x-ray due to a positive TB test, submit the chest x-ray results and in subsequent years submit a symptom check (form on Current-Students web page).

Updated 4/19/17
Hep B: If you have not had the series, start ASAP since it takes about 6 months to complete. If you only have 2 completed this summer, download/submit verification of those two. You will be able to do your first semester clinical but will need to submit verification of the third vaccine to start spring semester.

Tdap: It MUST BE the Tdap (which began in 2005). If your Tdap is 10 years old or older, you will also need a recent Tdap and will download the Tdap verification to the Tdap requirement.

CPR: Your certification MUST BE the American Heart Association or American Red Cross BLS (Basic Life Support) Healthcare Provider course. You must go to their websites to find an approved course (www.heart.org or www.redcross.org).

Updated 4/19/17