

March, 2022

Dear Freshman,

As a rising sophomore student, you can look forward to clinical experiences in the surrounding communities! You will begin taking practicum labs and spend multiple days in a rehab or hospital setting. In order to prepare for these experiences there are many important steps to take as detailed below.

You can anticipate communication from the following Xavier University representatives. Please check emails daily (all year) and respond accordingly. Creating an email folder to place all Castle Branch related correspondence is a great idea!

- Ms. Rhonda Ryan, Administrative Assistant/Castle Branch Compliance
- Professor Amy Wilson, Teaching Professor/Sophomore Course Co-Coordinator/Castle Branch Compliance
- Mrs. Marilyn Gomez, Assistant Dean for Student Services

CastleBranch (CB) is a web-based software service that provides secure online storage of your required documentation. Compliance ensures yours and the patients' safety based on various checkpoints. Updates are required annually for the duration of your undergraduate experience.

The following information will help you open a Castle Branch account, which must be done prior to April 29<sup>th</sup>, 2022. This will allow both Rhonda and Amy to ensure you are on target. All requirements must be complete in Castle Branch no later than June 15<sup>th</sup>, 2022 (this means uploaded and approved).

We would like to enlighten you about a few requirements that need additional time and effort. Charges for #1 & #2 are included in your student fees (no out of pocket costs at the time of testing if performed as expected, see below).

1. Drug screening:
  - a. Once you submit the Castle Branch order code, a paperless process begins. The drug screening order is automatically generated at multiple *Lab Corp* and *Quest* locations. You need to take identification upon arrival. Test results will be sent directly to CastleBranch for review.
    - i. Be prepared for a call from the Castle Branch Medical Review team to review prescriptions/controlled substances, if applicable.
2. Fingerprinting for BCI and FBI background checks (must be done in Ohio):
  - a. The Xavier University Police Department will be in the Health United Building on the 4<sup>th</sup> Floor: Thursday, April 28<sup>th</sup> 1-4pm and Friday, April 29<sup>th</sup> 9am-Noon. If you miss these dates, you must schedule with XUPD. If performed at a different Ohio location, you will incur out of pocket costs and the results must be sent directly to the XU College of Nursing.
    - i. Background checks performed at XUPD after June 30<sup>th</sup>, 2022 may result in a charge to your bursar account.
3. CPR Certification: See last page for CPR class information!
  - a. The only acceptable course/certification is the American Heart Association's Basic Life Support for Health Care Providers. The cost of this course is out of pocket (\$60-120).

### How to Place an Order with CB

1. Go the link <https://mycb.castlebranch.com/>
2. Place Order
  - a. Enter order code: **XA20bsnall**
3. Fill in the required personal information and prompts that follow.

Blank forms can be found here! **(New Link!)** <https://www.xavier.edu/college-of-nursing/current-students/index>

Note: Many students utilize the convenient TriHealth Student Health and Wellness Center to complete a variety of Castle Branch requirements. Call the Student Health Center at 513-745-3022 with questions and contact your insurance provider for cost/coverage information.

#### Glossary of Castle Branch Terms:

- Completed: your document was reviewed and met requirements.
- Pending: your document was submitted and is awaiting review by a Castle Branch team member.
- Rejected: your document was missing information and needs to be corrected then resubmitted.
- Incomplete: the requirement is due soon and the field is open for document submission.
- Overdue: you have not provided the required documentation by the due date.

If you have any questions after reviewing this material, please contact Castle Branch first (CastleBranch contact information: <https://mycb.castlebranch.com/help> ; 1-888-723-4263; Chat through your MyCB Account), followed by Rhonda and Amy.

Thank you,

Professor Amy Wilson and Ms. Rhonda Ryan

**Requirements:**

1. OSHA eLearning Tracker (7 steps)
  - Litmos Registration OSHA
  - Download Instructions
  - Access Course(s)
  - Upload Certificate of Completion for OSHA Course BF15101 or BFC15101
  - Upload Certificate of Completion for OSHA Course BF15102 or BFC15102
  - Upload Certificate of Completion for Medical OSHA Course BF15103 or BFC15103
  - Upload Certificate of Completion for Medical OSHA Course BF15104 or BFC15104
2. HIPAA eLearning Tracker (4 steps)
  - Litmos Registration HIPAA
  - Download Instructions
  - Access Course(s)
  - Upload Certificate of Completion for HIPAA Course BF18121 or BFC18121
3. Drug Screening
4. Authorization to Release Records
5. Immunization Form
6. Measles, Mumps, & Rubella (MMR)
7. Varicella (Chicken Pox)
8. Hepatitis B
9. Tuberculosis (TB)
10. Tetanus, Diphtheria & Pertussis (Tdap)
11. Influenza
12. CPR Certification
13. Health Insurance
14. Physical Examination
15. Fire Safety Training Verification
16. BCI & FBI Fingerprint Requirement
17. Assumption of Risk and Review
18. COVID-19 Vaccination

Sophomore Course Co-Coordinator/Castle Branch Compliance: Professor Amy Wilson; email: [battagliaa@xavier.edu](mailto:battagliaa@xavier.edu);

Office: 513-745-4823

Administrative Assistant/Castle Branch Compliance: Rhonda Ryan; email: [ryanr4@xavier.edu](mailto:ryanr4@xavier.edu)

Office: 513-745-1009



**American Heart Association Basic Life Support CPR Course Offerings:**

Location: Xavier University, 1723 Cleneay Avenue, HUB 202

This course is 100% accredited by the American Heart Association (AHA). This course is designed for providers who do not currently hold an active certification. Course will cover:

- Giving Basic Life Support for all ages
- Performing the steps of CPR
- Using an AED
- Effective Team Dynamics
- This course is hands on: Hands on Compressions, Rescue Breathing and Proper Use of an AED.
- Cards will be sent within 48 hours of completion via Email.

**The cost of any course option below: \$70**

*\*Future renewals through City Life Concierge will be given to you at a discounted rate of \$50.*



[BASIC LIFE SUPPORT \(XU STUDENTS ONLY\) Tickets, Multiple SATURDAY MORNING Dates | Eventbrite](#)

[BASIC LIFE SUPPORT \(XAVIER STUDENT\) Tickets, Multiple SATURDAY AFTERNOON Dates | Eventbrite](#)

[BASIC LIFE SUPPORT \(XU STUDENTS ONLY\) Tickets, Multiple SUNDAY MORNING Dates | Eventbrite](#)

[BASIC LIFE SUPPORT \(XAVIER STUDENT\) Tickets, Multiple SUNDAY AFTERNOON Dates | Eventbrite](#)